



## Administrative Procedure 145

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### USE OF PERSONAL COMMUNICATION DEVICES (PCDs)

#### Background

Openness to new and future technologies and their educated use create opportunities for many constructive and positive uses that can aid the instructional process. Further, regulated use of some personal communication devices in the school and community may contribute to the safety and security of students and staff. However, unregulated use of such devices may pose a risk to personal safety, may disrupt instruction, may invade personal privacy and may compromise academic integrity.

#### Procedures

1. Personal Communication Devices (PCDs) i.e. smart phones, are not to be operated during regularly scheduled instructional time, or during any school sponsored activity, such as an assembly or talk by a guest speaker, unless such use facilitates the learning activity as permitted by the teacher.
  - 1.1 Normally, PCDs are to be stored in silent mode during instructional and school sponsored activities.
2. PCDs are not to be taken into test or examination settings, unless students have been given permission to do so.
3. PCDs are not to be used in settings such as change rooms, washrooms, private counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.
4. No images of students or staff in schools or at associated facilities or activities are to be uploaded to school, public or private websites without the written consent of the person or persons and/or their parents, in the photograph or video.
5. Students who bring PCDs to the school are expected to comply with all parts of [Administrative Procedure 350: Student Student Code of Conduct](#). Students who consistently refuse to comply with the District's procedures for use of PCDs in the school setting may be subject to disciplinary measures detailed in the school's rules, as well as the steps outlined in Administrative Procedure 350.
  - 5.1 Principals will use progressive discipline reflective of the age and maturity of the student, any special needs, and the severity and frequency of the unacceptable conduct.
6. Principals, in consultation with staff and appropriate stakeholders (including the parents' advisory councils), are to formulate and implement specific procedures at each school site.

7. In the event of an emergency, such as a lockdown or an evacuation, the principal will develop and inform the school community of the acceptable use of PCDs in that emergency situation.
8. PCDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. The District assumes no responsibility for the safety, security, loss, repair or replacement of PCDs.
  - 8.1 PCDs which are taken temporarily from students by teachers or administrators must be securely stored.

Reference: Sections 6, 8, 17, 20, 22, 65, 85 School Act  
School Regulation 265/89

Adopted: December 15, 2020