

## ADMINISTRATIVE PROCEDURE 311

### USE OF STUDENT PERSONAL DIGITAL DEVICES

#### BACKGROUND

While technology can be a tremendous asset that supports diverse learners and removes barriers to inclusion, it is also recognized that it can be used to bully, harm, distract, or disrupt the learning environment. The Board of Education assumes the responsibility of an equitable and safe learning environment for all students.

The school district supports the use of technology for educational purposes. The Superintendent is responsible for ensuring procedures are in place to support the use of technology to enhance the educational environment of students.

Students are expected to use technology responsibly, to enhance their education and become literate and responsible digital citizens.

#### DEFINITIONS

**Digital Device:** An electronic device that can receive, store, process, or send digital information. This includes, but is not limited to, cell phones, smart watches or other smart communication technology, and video or audio recording devices.

**Instructional Time:** Time scheduled for purposes of instruction, assessments, and other student activities where direct student-teacher interaction and supervision are maintained. This includes time spent in regular classroom settings, assemblies, field trips, and other events organized by teachers or administrators.

**Non-Instructional Time:** Time during the school day which students do not receive instruction. This includes, but is not limited to, before class, during breaks, and lunchtime.

#### PROCEDURES

1. **Elementary/middle schools:** The use of personal digital devices are not permitted while at school during both instructional and non-instructional time.
2. **Secondary schools:** At the discretion of the teacher the use of personal digital devices is permitted during instructional time, for educational purposes, and during non-instructional time.
3. Digital devices are not taken into an assessment setting unless students have been given permission to do so for educational and/or medical reasons by the teacher administering the assessment.
4. To protect privacy, students must not use digital devices in settings such as, but not limited to, change rooms, washrooms, or private counselling rooms.
5. All schools are expected to incorporate the intent of this policy into their codes of conduct.

6. Students who contravene this administrative procedure may be subject to disciplinary action and the digital device will be confiscated by the classroom teacher or school administration. Confiscated items shall be returned to the student only after discussion with the parent, student, and school personnel.
7. The security and storage of personal digital devices are the sole responsibility of the owner/user. The District assumes no responsibility for the safety, security, loss, repair or replacement of personal digital devices.

References: *Provincial Standards for Codes of Conduct Order (ss 6, 8)*, *School Act (ss 65, 85)*, Board Policy 310 Student Code of Conduct

Date Approved: August 26, 2024

Date Amended: January 12, 2026