
POLICY IFCL – Acceptable Use of Cell Phones and Electronic Devices

Appropriate use and modelling of digital and electronic devices can positively influence the learning environment.

PURPOSE:

To prepare students to be successful in an evolving society.

DEFINITION

For the purpose of this policy:

- ‘devices’ refers to personal mobile devices that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, ear buds, smartwatches, and other digital devices.
- ‘digital citizen’ refers to a citizen who has the skills and uses technology responsibly; to gather, evaluate, construct and share knowledge in a 21st Century world safely, effectively, ethically and respectfully.
- ‘school’ refers to the school, on school grounds, or buses, or school-related or school-sanctioned activities
- ‘social media’ refers to interactive technologies that facilitate the creation, sharing and aggregation of content amongst virtual communities and networks.

GUIDELINES & PROCEDURES

1. Staff are expected to be digital citizens and model digital citizenship for all students.
2. All adults must endeavor to become digital citizens and model digital citizenship while on Board property, attending off-site school events, and with their communications.
3. Students are expected to be digital citizens.
4. Students who choose to bring devices to school do so at their own risk. Schools assume NO LIABILITY for lost, stolen, or damaged devices, electronics, or peripherals, such as headphones/ear buds. Students who bring their devices to school are expected to comply with [Policy IFC](#) – Student Code of Conduct.
5. Students who have the use of devices built into their IPP will be expected to demonstrate good digital citizenship and to follow the instruction of their teachers with respect to the use of those devices in the classroom. Failure to do so may result in corrective measures.
6. Schools may implement additional measures in consultation with their school community to restrict digital devices from being used. Possession and use of a device for all individuals must fall within these minimum guidelines:
 - a) Devices will be placed on airplane mode/silent or powered off and stored out of student’s and teacher’s view during all instruction time/stored in lockers or another location that is not distracting to students or staff, unless teachers request students use their devices for a specific learning purpose;
 - b) Social media may not be accessed on school networks or on school devices unless deemed necessary for school operations;
 - c) Devices must not be brought into the washrooms or locker rooms;

- d) With exception of public events, devices with cameras and audio recorders may only be used for specific education benefits and only with prior permission of the teacher or Administrator;
 - e) Unless schools have added additional measures through school policy, devices may be used during non-instructional time, but must align with section 6.a-d.
7. The Superintendent requires School Administrators, in consultation with appropriate stakeholders including School Council, to formulate and implement appropriate policies at the school site.
- a) The school policies must:
 - i) take into consideration the student population at the school;
 - ii) have clear expectations and incorporate a progressive discipline approach to address violations that includes notification to the parents of a child or a student who is found to have violated Policy IFCL or the corresponding school policy;
 - iii) be communicated appropriately so all stakeholders have the opportunity to be informed of the school's policy.
 - iv) consider whether the device will be further restricted during non-instructional time and, if so, define the parameters
 - b) In formulating and implementing an appropriate policy, School Administrators should consider if the device:
 - i) engages learners;
 - ii) enhances the educational process;
 - iii) is school owned or is a personal device;
 - iv) was used to threaten others or infringe upon their civil rights.
8. Each school is required to clearly and regularly communicate the policies to staff, children and students, parents, and other members of the school community and is required to ensure that the policies are readily accessible to the school community and/or public.

REFERENCES

Cross References:

[Policy IFCL Exhibit 1](#) – Digital Citizenship Poster
[Policy IGH](#) – Anti Bullying
[Policy IFC](#) – Student Code of Conduct

Legal Reference:

[*Freedom of Information and Protection of Privacy Act*](#)
[*Education Act*](#)
[*Ministerial Order 2024-014 – Standards for the Use of Personal Mobile Devices and Social Media in Schools*](#)

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