



USE OF PERSONAL COMMUNICATION DEVICES

Background

The ownership and use of personal devices offers opportunities for communication, information access, and enhanced opportunities for instruction. Appropriate use of personal communication devices contributes to the safety and security of students and staff, minimizes risk to personal well-being and disruption to instruction, and protects personal privacy and academic integrity

A Personal Communication Device (PCD) is defined as any personally-owned digital device that can be used to communicate with, or access to internet, such as a cellphone, tablet, chromebook, laptop, or smartwatch.

BYOD within Evergreen accepts the use of laptops (minimum 10 inch screen size with an attached keyboard). Cell phones are not appropriate for BYOD and will not be used for instruction.

Examples of Personal Devices (PD) include, but not limited to: iPhone, Android phone, Microsoft phone, all cell phones, tablet, iPad, smartwatch, earbuds

Examples of acceptable Educational Devices (ED) include, but not limited to: chromebook, laptop, Macbook.

Personal Devices and Educational Devices are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner and user. The Division assumes no responsibility for the safety, security, loss, repair, or replacement of PCDs. Owners and users of PCDs who bring and use their devices in contravention of this policy are accepting the risk their devices may be confiscated.

Procedures

1. Students

1.1 May not operate a Personal Device (PD) during regular scheduled instructional time within the classroom or during any school-sponsored activity, such as a field trip, assembly or talk by a guest speaker.

1.1.1 PDs are required to be powered off, and stored out of view of school staff and students. It is preferred for PDs to be stored in lockers.

1.1.2 Use of PDs outside of instructional time will be determined by schools and will be communicated to students, staff and parents.



1.1.3 May have limited use of a PDs for medical reasons, or to support documented specialized learning needs, as determined by the Principal. Parents are to contact school administration and provide specialized documentation with a medical diagnosis of a disability or disorder by a qualified professional. Examples include but are not limited to: psychological assessments, assessments from an occupational therapist or speech language therapist.

1.2 May operate an Educational Device (ED), only when approved by the classroom teacher, during regular scheduled instructional time to facilitate learning activities such as for research, creation and production of school projects, collaborative work or access to educational tools, instructional supports, curriculum resources or educational media.

1.3 May not take a Personal Device or Educational Device into test or examination settings unless they have been given permission by the administrator to do so.

1.4 Are required to power off all personal communication devices in the event of an emergency, such as a lockdown or evacuation.

1.5 Are expected to comply with *Administrative Procedure 350 - Student Conduct*. Students who refuse to comply with the Division's procedures for the use of PCDs in the school setting may be subject to disciplinary measures.

1.6 May not use Personal Device or Educational Device in settings such as change rooms, washrooms, private counselling rooms, or any setting that has the potential to violate a person's reasonable expectation of privacy.

2. Staff / Division Employees

Serve as role models and must only use Personal Devices as outlined in and Administrative Procedures to ensure the promotion of caring and respectful learning environments. Staff who refuse to comply with the Division's procedures for the use of Personal Devices in the school setting may be subject to disciplinary action.

2.1 Will acknowledge and/or sign *AP 140-1 – Appendix – Appropriate Use Expectations*.

2.2 Will comply with *AP 140 – Appropriate Use of Digital Media and Personally-Owned Devices*.

2.3 Will leave Personal Devices in a secure place, as they can be a distraction in the workplace.

2.4 Will only use Personal Devices during instructional time for defined educational and work purposes or during scheduled break and lunch periods.



- 2.5 Will carry Personal Devices that are required on silent or vibrate mode.
- 2.6 Will exercise the same discretion when using Personal Devices as they do when using Division devices. Excessive personal use during the workday, regardless of the device used, can interfere with teaching, learning, and working environments.
- 2.7 Will not use Personal Devices in change rooms, washrooms, private counselling rooms, or any setting that has the potential to violate a person's reasonable expectation of privacy.

3. School Plan

- 3.1 Principals, in consultation with appropriate stakeholders, will formulate and implement procedures at their school site consistent with the Administrative Procedures of the Division.
- 3.2 Each school will develop a PCD plan that addresses the following:
 - 3.2.1 Examples of some circumstances in which an Educational Devices can be used in class for educational purposes;
 - 3.2.2 Communicate a procedure for students and parents to apply directly to the Principal, for the exception for the limited use of a Personal Device for health/medical reasons, or specialized learning needs with appropriate documentation;
 - 3.2.3 Where students will store their personal communication devices during instructional time;
 - 3.2.4 Consequences, with a progressive discipline approach, for non-compliance including a requirement to notify parents;
 - 3.2.5 The process to communicate procedures annually to staff, students, parents, and other members of the school community;
 - 3.2.6 Ensure that procedures are readily accessible to the school community and/or public;
 - 3.2.7 How themes related to digital citizenship and digital wellness will be incorporated into classroom instruction.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act