

## Personal Electronic Devices and School-Provided Electronic Devices Protocol

Protocol  
SO-03-01

This document outlines the *Personal Electronic Devices and School-Provided Electronic Devices Protocol* for the Federal Schools.

### 1.0 Rationale

**1.1** The Federal Schools' is committed to providing instructional opportunities free from distraction and to maintaining the integrity of the instructional spaces; specifically, the classroom. The use of instructional technology is one way to teach the skills, knowledge and behaviours students will need as responsible citizens in the global community.

**1.2** Ensuring the safety, privacy and dignity of all who enter the school is our primary concern. Appropriate use of personal and school-provided electronic devices is expected, and may be used under specific, limited circumstances only.

**1.3** Our goal is to balance the benefits of technology with the need to maintain an environment conducive to learning. Limiting classroom distraction will help to ensure that the educational environment remains focused and respectful for every student and staff, thereby facilitating consistent and authentic teaching and learning.

### 2.0 Objective

**2.1** To establish a personal electronic device code of conduct for all members of the Federal Schools' community.

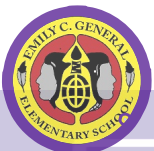
### 3.0 Definitions

**3.1** Federal Schools' community: refers to any individual that is granted access to the schools including, but not limited to, students, parents, guardians, caregivers, family, third party service providers, non-employee workers, guests;

**3.2** Personal Electronic Devices: refers to any personal electronic device that can be used to communicate or to access the Internet, such as a cellphone, tablet, iPad, laptop, earbuds, headphones, or smartwatch. Personal electronic devices is a common-name reference that includes alternative names such as personal digital devices and personal mobile devices.

### 4.0 Responsibility

**4.1** Everyone within the school community has a responsibility to assist in the guidance of students with respect to the appropriate use of personal electronic devices and those provided for student use by the schools.



## 5.0 Application and Scope

**5.1** This protocol applies to all students and other members of the Federal Schools' community.

## 6.0 General Notes and Restrictions to Personal Mobile Device Use

**6.1** Every student is provided access to an electronic device (Apple computer or iPad) for their academic use.

**6.2** Members of the Federal Schools' community are not to use personal electronic devices during instructional time except under the following limited circumstances:

**6.2.1** for approved educational purposes, as directed by an educator (e.g., Principals, Vice-Principals, Teachers, Early Childhood Educators, Educational Assistants, Professional Support Services Staff);

**6.2.2** for health and medical purposes;

**6.2.3** in support of special education needs.

**6.3** Exceptions are rare, and determined on a case by case basis.

**6.4** Personal electronic devices are never approved for non-instructional purposes. Firewalls have been put in place to restrict access to social media; such as Instagram and Facebook.

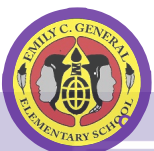
**6.5** Personal electronic devices are expensive and can be easily lost, misplaced, damaged or stolen. Students are advised to leave personal electronic devices at home. Federal Schools assumes no liability for the loss, theft or damage of personal electronic devices brought to school against advice of this protocol.

**6.6** If personal electronic devices are brought to school, they are to be switched off, kept in a safe and secure location out of sight for the whole school day. There will be 3 levels of secure storage available for devices brought to school:

**6.6.1** Option A- the student may choose to be in control of their own device by turning the device off or to silent mode, and then keeping the device in a safe and secure location of their choosing for the entire day. It is not to be used for any purpose at any time; or

**6.6.2** Option B- the student may choose to avail themselves of the safe storage container provided in each classroom. The student will place the device in the safe and secure location when they enter class in the morning where it will remain until the end of the school day when they are instructed to retrieve their device; or

**6.6.3** Option C- the student will take their device to the office, place their device in the safe and secure location where it will remain for the rest of the day.



**6.7** Students are responsible for their personal electronic device, how and when they use it, and the consequences of not following the protocol on personal electronic devices.

**6.8** Personal electronic devices are not to be used, seen or heard throughout the school day including, but not limited to, the following areas:

**6.8.1** Typical areas where students may be at some time throughout the day:

- 6.8.1.1** Classrooms,
- 6.8.1.2** Schoolyard areas,
- 6.8.1.3** The gymnasium, and
- 6.8.1.4** Common areas like hallways.

**6.8.2** Areas where there is an increased expectation of privacy:

- 6.8.2.1** Washrooms, and
- 6.8.2.2** Changerooms.

**6.8.3** While on school-provided transportation:

- 6.8.3.1** Buses to and from school, and
- 6.8.3.2** Buses while on school trips and excursions.

**6.8.4** While participating in:

- 6.8.4.1** School trips,
- 6.8.4.2** Excursions,
- 6.8.4.3** Sporting events, or
- 6.8.4.4** Other similarly related school events or activities.

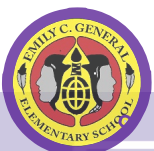
**6.9** Students are not permitted to leave class to use a cellphone or any other personal electronic device.

**6.10** Personal electronic devices are not to be used to make or transmit recordings, to make or transmit videos, to take or transmit pictures at any time for any purpose while on school property.

## **7.0 Consequences for not Following the Personal Electronic Devices and School-Provided Electronic Devices Protocol**

**7.1** Students are responsible for their personal electronic devices, how and when they use them and the consequences for inappropriate use of them.

**7.2** When an educator observes a personal electronic device not securely stowed out of sight, not turned to silent mode or not being used appropriately, the student will be required to store their device in the safe and secure location provided in the classroom (see 6.5.2, Option B).



**7.3** The student will be instructed to place their personal electronic device into the safe and secure location as designated by the teacher. The student may retrieve their personal electronic device at the end of the day when the classroom teacher instructs them to do so.

**7.4** If the student chooses to disregard the protocol on the use of personal electronic devices and the guidance of staff and there are subsequent occurrences, then Option C (see 6.5.3) will be employed.

**7.5** The student will be required to drop their personal electronic device off at the office that day and at the beginning of each subsequent day until administration is reasonably certain that the student will follow the protocol on the appropriate use of personal electronic devices future forward.

**7.6** Refusal to follow the personal electronic device protocol's limited usage restrictions or to place the device into storage when instructed could result in progressive discipline. The principal has discretion to consider a wide range of responses up to and including suspension.

## **8.0 Emergencies**

**8.1** In the event of an emergency, communication to a student or from a student can be achieved through the office.

**8.2** Parents/guardians needing to contact their child on an emergency basis can contact the office and a message will be delivered to the student.

## **9.0 Procedures for Approved Use of Personal Electronic Devices For Educational Purposes**

**9.1** Students will adhere to the Federal Schools' Student Access and Use of Technology Agreement.

**9.2** Approved devices (see 6.2) must be turned on silent mode while on school property.

**9.3** Earbuds, headphones, smartwatches and other such personal electronic devices are to be used for medical reasons only (see 6.2.2) or when specifically allowed by an educator.

**9.4** Personal electronic devices are not to be used for AI applications nor to look up answers for tests, quizzes or assignments.

**9.5** Personal electronic devices will never be approved for non-instructional purposes.

## **10.0 Requests for an Exemption for Health and Medical Reasons**

**10.1** Parents/guardians must contact the school's administration to inform of their intent to request an exemption based on health/medical necessity.

**10.2** Parents/guardians must provide official documentation from medical professionals to support the request for a health/medical exemption.



**10.3** Exemptions for medical reasons should be discussed at an in-school team.

**10.4** Approved exemptions should be documented on the student’s IEP.

**10.5** Exemptions are approved by the principal through the in-school team process.

**11.0 Evaluation**

This protocol is reviewed and updated as necessary, but, at a minimum of every three years.

**12.0 Appendices**

Federal Schools’ Student Access and Use of Technology Agreement

