

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 145
PROCEDURE:	USE OF PERSONAL ELECTRONIC DEVICES		

BACKGROUND

The Division is committed to the learning and well-being of our students.

The Division expects staff and students to model and reinforce socially responsible and respectful behaviours when using personal electronic devices so that teaching and learning can take place in a safe and effective learning environment.

The Division recognizes the openness to new and future technologies, and their educated use to create opportunities for many constructive and positive uses that can aid the instructional process. Further, regulated use of some personal electronic 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.

Definitions

Cyberbullying: Cyberbullying involves the repeated use of technology in a manner intended to or that may be reasonably expected to cause damage to a person's well-being. It may involve the forwarding or spreading of hurtful, hateful, or embarrassing messages, images, and/or videos through email, texting, social media, or other forms of electronic communication. It may also include the use of communication technologies to mock, threaten, or impersonate an individual. Encouraging or assisting with these behaviours would be considered cyberbullying as well.

Digital Citizenship: Digital citizenship can be defined as the norms of appropriate and responsible online behaviour.

Digital Media Literacy: Digital media literacy is the ability to critically, effectively, and responsibly access, use, understand, and engage with media of all kinds.

Instructional Time: Instructional time is any time in which pupils of a school are in attendance and under teacher supervision for the purpose of receiving instruction in an educational program, including work-experience programs, student-led conferences, examinations, or other learning activities provided by the Division.

Personal Electronic Devices: Personal Electronic Devices include, but are not limited to, any piece of lightweight electronically powered equipment. These devices are typically consumer electronic devices capable of communications, data processing and/or utility. Examples range from hand-held electronic devices such as tablets, e-readers, and smart phones to small devices such as MP3 players, smart watches, and electronic toys.

PROCEDURES

1. The Division restricts the use of personal electronic devices by students as follows:
 - 1.1 Students in Kindergarten to Grade 12 shall not use personal electronic devices during instructional time.
2. Teachers of students in Grades 9 to 12 who identify a specific instructional purpose for students to use personal electronic devices in their classroom may request and gain permission from the principal. The request must detail the specific learning objectives that will be met (and how those objectives will be met if a student does not have access to a personal electronic device), subject area, duration of the use, and any other relevant information that will inform the decision.
3. Personal electronic devices owned by students must be turned off or put on silent mode and stored out of view during instructional time except when approved in accordance with clause 2 or if an exemption has been granted in accordance with clause 6.
4. Use of personal electronic devices is prohibited in areas where there is an increased expectation of privacy (e.g., washrooms, changing rooms, private counselling rooms).
5. Exemptions approved by the principal may be made when the device is required for specific medical conditions or for documented accommodations related to additional needs. This requires documentation aligned with Division procedures related to medical or educational accommodations.
6. The school is not responsible for students' personal electronic devices in the event of loss, damage, or theft.

Consequences of Inappropriate Usage

1. Inappropriate use of any electronic communication devices will result in the administration of appropriate disciplinary action as outlined in the student code of conduct and may result in disciplinary action up to and including confiscation, detention, or suspension.

Responsibilities

1. The principal shall:
 - 1.1 Ensure all parents/guardians are aware of appropriate behaviour, expectations of staff, students and parents/guardians for the use of personal electronic devices.
 - 1.2 Administer appropriate disciplinary action aligned with the school code of conduct and Division administrative procedures.
2. Teachers shall:
 - 2.1 Be aware of the appropriate use expectations and communicate the expectations with students.

- 2.2 Ensure students are aware when personal electronic devices are permitted for academic purposes.
 - 2.3 Consistently model and enforce the school's policies and procedures on the use of personal electronic devices.
 - 2.4 Teach and model for students responsible digital citizenship.
 - 2.5 Follow school policy in place for usage of cell phones for staff.
 - 2.6 Communicate effectively with students to avoid any misunderstandings when they are using their cellphones for a purpose such as safety, to issue homework, or to use multi-factor authentication to access a learning resource.
3. Students shall:
- 3.1 Be aware of and comply with the restrictions placed on the use of personal electronic devices during instructional time.
 - 3.2 Understand that compliance with acceptable use is a condition of usage of personal education devices in the school and be aware of the consequences of non-compliance.
 - 3.3 Report misuse of personal electronic devices to the teacher and/or principal.
 - 3.4 Be aware of the risks that are associated with the use of personal electronic devices.
4. Parents/Guardians shall:
- 4.1 Be aware of the expectations set out regarding the use of personal electronic devices and the consequences of inappropriate usage of personal electronic devices.
 - 4.2 Understand that as students do not have access to their personal electronic devices during instructional time, they will be unable to respond promptly to calls or texts. In case of emergency, parents/guardians will contact the school office.
 - 4.3 Be encouraged to reinforce and discuss the procedures at home as appropriate, including the risks associated with the use of personal electronic devices and the benefits of a cell phone-free environment.

Reference: Sections 85, 87, 108, 109, 175 *The Education Act, 1995*
The Education Regulations, 2019
Personal Electronic Devices Responsible Use in Schools, Government of Saskatchewan, 2024

Date Issued: November 21, 2007
Date Revised: August 21, 2024