

Administrative Procedure 145

USE OF PERSONAL MOBILE DEVICES (PMDs)

Background

Personal mobile devices (PMDs), when used properly for educational purposes create opportunities for many constructive and positive learning experiences that can aid the instructional process. However, unregulated use of such devices may pose a risk to personal safety, disrupt instruction, invade personal privacy, and may compromise academic integrity. Therefore establishing limits on the use of personal mobile devices in classrooms during Instructional Time, and social media on school networks and devices plays an important role in supporting student learning by reducing distractions, maximizing learning time, and supporting positive student mental health during the school day. This Administrative Procedure is in place to support educational priorities in the development of the whole child which includes cognitive, physical, social, and emotional growth and development. Further, regulated use of some personal communication devices in the school and community contributes to the safety and security of students and staff.

Definitions

Electronic Social Media means electronic access to and use of blogs, personal websites, RSS feeds, postings on wikis and other interactive sites such as but not limited to: Facebook, MySpace, Blogger, Twitter, Instant Messaging, and postings on video or picture-sharing sites and elsewhere on the Internet. See [Administrative Procedure 146 - Electronic Social Media](#).

Instructional Time means instructional time during a school period when students are learning in the classroom, or any time outside the classroom when teachers are guiding students to achieve the outcomes of approved programs of study and instructional support plans.

Network means the physical infrastructure as well as all other devices (hubs, switches, routers, printers, servers, backup devices, etc.) connected to the Network which provides access to the internet.

Non-Instructional Time means any remaining time that is not included as Instructional Time. This includes the time before and after school, as well as breaks and lunch.

Personal Mobile Device (PMD) means any personal device that has the capability to connect with other devices or networks through wireless or cellular signals, such as a phone, tablet, gaming device, or smartwatch.

School Sponsored Activities means events that occur during Instructional Time within the school day that are not considered classes (ie. Mass, assemblies, celebrations, presentations, dances etc.)

Procedures

1. Personal Mobile Devices (PMDs) are not to be accessed by students during Instructional Time, or during any School Sponsored Activity, unless such use is approved by the principal.
 - 1.1 PMDs are to be stored in a secured locker on silent mode during Instructional Time and School Sponsored Activities. If there is no locker assigned to a student, PMDs must be powered off and stored in the student's backpack.
2. Limited use exceptions for PMDs are set out as follows:
 - 2.1 Limited use of PMDs must be permitted, as determined and documented by the principal, for health or medical reasons or to support special learning needs.
 - 2.2 Limited use of PMDs may be permitted for educational or other purposes, as determined and documented by the principal.
3. PMDs are not to be taken into test or examination settings, unless otherwise documented in a signed individualized program plan.
4. PMDs are not to be used in settings such as change rooms, washrooms, or private counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.
5. Students who bring PMDs to the school are expected to comply with all parts of [Administrative Procedure 351 - Student Code of Conduct](#). Students who consistently refuse to comply with the Division's procedures for use of PMDs in the school setting will be subject to the progressive disciplinary measures detailed in the school's Student Code of Conduct, as well as the steps outlined in [Administrative Procedure 355 - Student Suspension and Expulsion](#).
 - 5.1 Teachers, administrators and any Division employee who is in a position to supervise students is authorized to confiscate PMD's from a student in the event that the student is in breach of this Administrative Procedure.
6. Staff who bring PMDs to school shall comply with [Administrative Procedure 140 - Responsible Uses of Division Information Technology Resources](#) and [Administrative Procedure 141 - Portable Technology Security](#).
7. The Chief Superintendent requires that all principals, clearly define the roles and responsibilities for staff, children/students, parents and other members of the school community to ensure compliance with Administrative Procedure 145 - Personal Mobile Devices (PMDs), [Administrative Procedure 146 - Electronic Social Media](#), and the school's Student Code of Conduct.
8. In the event of an emergency, such as a lock down or an evacuation, the principal will develop and inform the school community of the acceptable use of PMDs in that emergency situation.
9. PMDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. The Division assumes no responsibility for the safety, security, loss, repair or replacement of PMDs.

- 9.1 PMDs which are confiscated from students by teachers, administrators or other Division staff must be securely stored.
 - 9.2 In the event that a student's PMDs is stolen, damaged or otherwise not located after being confiscated, the Division assumes no responsibility for the PMDs repair or replacement.
10. School-specific processes regarding PMDs will be shared with students at the beginning of the school year, embedded in their Student Code of Conduct and posted on the school's public website for annual review by students, staff and parents.

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Reviewed/Revised: February 5, 2021, December 19, 2024

Reference: Education Act, Sections 31, 51, 52, 53, 54, 196, 197, 222
Ministerial Order 014/2024