

Procedure Title	Use of Electronic Devices		
Date of Issue	December 16, 2008	Related Policy	BP 2314-D
Revision Dates	March 23, 2010	Related Forms	
Review Date		Originator	System Administrative Team
References			
Hamilton-Wentworth District School Board "Use of Personal Electronic Devices"			

Procedure:

Rationale:

Bluewater District School Board values a safe, caring and orderly environment that promotes student achievement. To achieve this it has been determined that all schools will incorporate into their School Codes of Conduct the following conditions under which personal electronic devices may be used.

ACCEPTABLE USE OF TECHNOLOGY

The Board recognizes that acceptable use of technology can be beneficial:

- The support of openness to and the educated use of new and future technologies promotes adaptive and constructive uses of technology by students and staff in support of learning
- Experimental use of hand-held electronic devices, eg. hand-held, as approved by the Principal and/or Board, may lead to improved instruction
- The regulated use of some Hand-Held Electronic Devices in the school community by staff and students can contribute to the safety and security of people
- Assistive Personal hand-held electronic devices are an identified requirement in Individual Learning Plans for some students
- PEDs hand-held electronic devices, eg. cell phones, can provide a safety net for students walking to and from school
- Principals have a legislated responsibility "to maintain proper order and discipline in the school" (S.265. (1)(a)); as well as "the instruction and the discipline of pupils in the school; and the organization and management of the school" (Reg. 298.11 (1a,b))

UNACCEPTABLE USE OF TECHNOLOGY

The Board recognizes that unacceptable use of technology can have the following effects:

- Unrestricted use of hand-held electronic devices, cell phones, and other wireless devices by students, staff, parents/guardians, volunteers, employees of contracted service providers, and visitors can be disruptive and intrusive in classroom instruction and interfere in the day to day operations of the school

- Instant messaging and text messaging can facilitate bullying and harassment which are considered to be serious problems and violate other Board and Ministry policies
- Hand-held electronic devices can pose a safety hazard as they can distract the user or limit their ability to hear the world around them in emergency operations of the school
- Prolonged listening at high volumes can pose a health hazard
- Inappropriate use of hand-held electronic devices can pose a risk to personal safety of students, staff, and visitors and may facilitate inappropriate or illegal activity
- Dignity of persons and the potential for invasion of privacy can result from the inappropriate use of hand-held electronic devices
- Academic integrity can be compromised through the inappropriate use of hand-held electronic devices

Procedure:

Conditions under which hand-held electronic devices may be used on Board premises:

- Persons carrying a hand-held electronic device on to Board premises or at Board sponsored events will comply with all the requirements of Policy BP 2314-D and Administrative Procedure AP 2314-D.
- The secure storage of these devices is the sole responsibility of the owner/user
- The principal or designate may authorize specific use of hand-held electronic devices at certain times and/or events
- The use of any hand-held electronic devices in a manner that violates a person's reasonable expectation of privacy, including but not limited to, the use in change rooms, washrooms, academic examination rooms or private conferencing locations, or that violates the protection of privacy provisions of individuals under the Municipal Freedom of Information and Protection of Privacy Act, is prohibited and may be subject to discipline.
- The use of any hand-held electronic devices in a manner that facilitates the commission of a crime under the federal, provincial, and or/municipal statutes is strictly prohibited and may be subject to discipline.
- The inappropriate use of hand-held electronic devices while at school, at school-related activities or in circumstances where engaging in activities that will have a negative impact on the school climate or persons within the school is strictly prohibited and may be subject to discipline.

Principals will provide instruction to the school community pertaining to the acceptable use of hand-held electronic devices in emergency situations.

Use of Hand-Held Electronic Devices

Cell Phones (including text messaging)

- During the school day the use of cell phones and electronic devices is restricted.
- During classroom instruction, students must have their cell phones and electronic devices turned off and secured out of sight.
- Cell phones may not be used by staff for personal use while on supervision duties.
- Cell phones may be used outside of classroom time only in designated areas (eg. foyer) as defined by the principal.
- Staff must have their cell phones powered off at all times in the instructional times/areas.
- Classroom staff who are required to have a cell phone for contact purposes (eg. medically fragile students, etc.) may have the cell phone on, with Principal approval, in a non-ring mode, to facilitate emergency outgoing calls. Staff should verify daily that the phones in these classrooms are working.
- Staff whose cell phones are related to their work, eg. custodial staff, managers, etc, must have the cell phones in a non-ring mode if they are in the instructional setting.
- Volunteers may have a cell phone on in a non-ring mode. However, they must step outside the classroom to answer/return calls.

- Cell phones may not be taken into examination rooms.

Recording Images and/or Audio (eg. video/camera phones, digital cameras)

- These types of devices are prohibited at school, except where the principal has given permission. This includes, but is not limited to the school building, property, school related activities, or any area where school staff, personnel, or students may be present.
- The electronic transmission or posting of photographic images of a person or persons on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed, the principal or designate, and where the student is below the age of 18 years, the consent of the parent/guardian.
- Hand held electronic devices may not be taken into examination rooms.
- Bluewater District School Board cannot be held liable for the external posting of information to websites by persons who are not directly employed by Bluewater District School Board.
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iPods, MP3 Players, Laptops with built-in cameras, etc.

- Students, staff and volunteers, may not have audio players powered on or in view during instructional times/areas except by special permission of the Principal.
- With permission of the principal, a teacher may allow the use of MP3, ipod or other devices for instructional purposes. If permission to use a device has not been specifically given by the Principal, the player must be powered off and out of sight.
- Hand-held electronic devices designed to play music or video are prohibited from being taken into an examination area, unless defined as part of an examination approved by the principal, and therefore available to all individuals undergoing an examination.
- The principal may authorize the use of these devices in designated areas, such as cafeterias, lunchrooms, in such a way that they do not restrict normal conversation and communication, especially related to volume. It is recognized that excessive volume of an audio player may cause permanent hearing damage.