



Personal Electronic Devices Policy Directive

Date Approved: January, 2009

Date to be Reviewed: January, 2012

**Schools will incorporate the following procedures/guidelines
into their School Code of Conduct.**

Rationale

It is evident that technology has changed the educational environment in many positive ways. However, as new technologies continue to expand, they also bring new challenges to maintaining a safe, caring and orderly learning environment—one of maximizing the educational benefits while minimizing the negative impact of this same technology. Personal Electronic Devices are becoming commonplace. These devices allow users to access information anytime, anywhere, and to communicate spontaneously with anyone. The advantages of technology need to be supported with the responsible use of technology.

Electronic Devices:

Personal electronic devices include, but are not limited to:

- a) a device that can or is used for communication, eg. cell phone, pager
- b) a device used to record images and/or audio eg. video/camera cell phones
- c) a device designated only to play video, audio eg. Ipod, MP3 player
- d) other forms of technology with image taking, eavesdropping/listening and communication capabilities
- e) emerging technologies.

School supported electronic devices can include:

- a) assistive technology identified for student use in a student's Individual Education Plan
- b) electronic devices in the learning environment that are supplied by the school for educational purposes
- c) the authorized use of photographic/video and audio equipment recording of school events including but not limited to graduation, theatrical productions, sports, athletic or other events for school purposes such as yearbooks, as determined and approved by the school Principal
- d) the authorized use of photographic/video and audio recording for educational/instructional and/or research purposes as approved by the Board or the school Principal.

Use of Technology

Technology continues to change the world in which we live, in many positive ways.

The Board recognizes the benefits to the use of technology, such as:

- promoting adaptive and constructive uses of technology by students and staff in support of learning
- supporting openness to, and the educated use of, new and future technologies
- improving instruction through experimental use of PEDs, eg. Personal Digital Assistant (PDA), as approved by the Principal and/or Board,
- supporting individual learning plans for some students for whom they are a requirement in their individual education plans (IEPs)
- providing a safety net for students travelling to and from school (eg. carry a cell phone).

Principals have a legislated responsibility to maintain proper order and discipline in the school (S.265. (1)(a)), and to be in charge of the instruction and the discipline of pupils in the school, and the organization and management of the school (Reg.298.11 (1a,b)); hence, school administrators should have their cell phones on at all times; however, when in the instructional setting, they must be in silent mode.

Learning and Teaching Environments in Schools:

The use of some technology has also brought challenges related to safety, privacy, and disruption in our schools. The Board recognizes that unacceptable use of technology can be disruptive and intrusive in the classroom instruction and interfere in the day-to-day operations of the school. As well, academic integrity can be compromised through the inappropriate use of technology.

The HWDSB expects that all persons in school can support a positive teaching and learning environment by adhering to the following expectations:

- Personal electronic devices must be in silent mode in instructional areas during the instructional periods, and are not to be used in the classroom setting by students or staff
- Teachers may, however, allow music (eg. MP3) to be used to accommodate learning styles of students
- Personal electronic devices are not allowed in examination rooms or areas
- The use of personal electronic devices should reflect expectations in HWDSB policies: eg. Code of Conduct, Respectful Working and Learning Environments, Bullying Prevention and Intervention, Equity Policy, Harassment Policy
- The use of personal electronic devices in the school setting should reflect the Board's core commitments of respect, integrity, and accountability
- Teachers may confiscate, and securely store, personal electronic devices until the end of the school day if the devices are being used inappropriately. If inappropriate use continues, then the school's Code of Conduct applies.

Responsibility for Personal Electronic Devices:

- Anyone carrying a personal electronic device on to Board premises, including school buses, or at Board sponsored events, will comply with all of the requirements of this policy and associated procedures
- The secure storage of these devices is the sole responsibility of the owner/user;
- The HWDSB does not accept responsibility for lost or stolen personal electronic devices; students bring the devices to school at their own risk

- During the school day the use of cell phones, text messaging, and electronic devices is restricted in instructional areas.
- During classroom instruction, all cell phones and electronic devices must be in silent mode and secured out of sight.
- Students and staff must have their phones in silent mode at all times in the instructional times/areas.
- Cell phones may not be used by staff for personal use while on supervision duties.
- Cell phones may only be used outside of classroom time in designated areas (eg. foyer) as defined by the Principal.
- Staff whose cell phones are related to their work, eg. custodial staff, managers, etc, may have the cell phones on if they are not in the instructional setting.
- Volunteers may have a cell phone on in silent mode however, they must step outside the classroom to answer/return calls.
- Staff in the classroom who are required to have a cell phone to facilitate emergency outgoing calls should verify daily that their phones work in these classrooms.
- Teachers may give permission for these devices to be used by students within the school setting for school-related events.
 - 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.
 - Personal electronic devices may not be taken into examination rooms.
 - The Principal may authorize use of these devices on certain occasions, eg. to photograph or video a graduation.

Personal Electronic Devices During Lockdowns:

A lockdown in a school is an emergency situation. It is natural that people want to communicate during these times, however, it is equally important that emergency personnel have access to phone lines. In many situations of this magnitude, phone lines get jammed through the excessive use of cell phones, preventing emergency personnel from communicating effectively.

Cell phones are not to be used during a lockdown.