



POLICY STATEMENT 350

**Subject: Use of Electronic Devices in Schools
By Students**

Effective: October, 2007

**Authority: Department of Education Policy 311
Education Act Section 3 and 42(1)**

Revised: October 1, 2013

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Responsibility: Principal

Statement:

Schools will implement policies and procedures to maintain a positive learning environment without disruptions as a result of electronic devices on school property. The following are minimum standards regarding the use of electronic devices in schools. School Administration may apply higher standards according to the needs of the school community.

350.1 All students, parents/guardians and staff will be made aware of this policy at the beginning of each school year.

350.2 Personal electronic devices (e.g., cell phones, digital cameras, mp3 players, smart phones, gaming platforms) are not necessary at school. Students who choose to take these items to school are responsible for their safekeeping and responsible use in a school environment.

350.3 Parents are advised that school offices are fully staffed during the school day. Communication should be relayed through the school office. Students should not be contacted directly in class by electronic devices.

350.4 Electronic devices can be turned on by students during instructional time as directed by the teacher to support learning only, not for personal use.

350.5 It is recognized that most students will use such devices responsibly, however, distractions in class, theft, and harassment are a concern. Use of these devices which interferes with a positive learning environment will not be permitted. Devices shall be confiscated by the teacher or by the school administrator and the student shall be reprimanded according to appendix A of this document.

350.6 Capturing unsolicited images, audio or video recording not related to school activity, and posting such items on the Internet without permission will not be tolerated.

350.7 Students who record images, video, or audio in school and post these items on the Internet will be subject to disciplinary measures. (Appendix B)



APPENDIX A
NON-COMPLIANCE FLOW CHART
ELECTRONIC DEVICE USE DURING
INSTRUCTIONAL TIME

It is recommended that students who are not complying will be addressed by following the procedure outlined below.

Examples of non-compliance include but are not limited to the following:

- Making or receiving personal calls during instructional time
- Sending or receiving personal text messages during instructional time

ELECTRONIC DEVICE USE DURING INSTRUCTIONAL TIME:
1st INCIDENT
STEP ONE: TEACHER INITIATED ACTION

The teacher will confiscate the electronic device and return it at the end of the period.



ELECTRONIC DEVICE USE DURING INSTRUCTIONAL TIME:
2nd INCIDENT
STEP TWO: TEACHER/SCHOOL INITIATED ACTION

The teacher will confiscate the electronic device and deliver it to the office. The electronic device will be returned to the student at the end of the day, or after a longer interval, at the principal's discretion.



ELECTRONIC DEVICE USE DURING INSTRUCTIONAL TIME:
3rd INCIDENT
STEP THREE: TEACHER/SCHOOL INITIATED ACTION

The teacher will confiscate the electronic device and deliver it to the office.

Parent(s)/Guardian(s) will pick up the electronic device at the school.

The principal or teacher will ensure that the parent(s)/guardian(s) are aware of this policy.

APPENDIX B
NON-COMPLIANCE FLOW CHART
RECORDING OF VIDEO AUDIO AND UNSOLICITED IMAGES

It is recommended that students who are not complying will be addressed by following the procedure outlined below:

Examples of non-compliance include but are not limited to the following:

- Taking unsolicited images using a cell phone or digital camera
- Recording conversations using an audio recording device
- Recording video in school which is not related to a school activity
- Using cell phones to capture test images

RECORDING OF VIDEO, AUDIO, AND UNSOLICITED IMAGES
STEP ONE: TEACHER/SCHOOL INITIATED ACTION

The teacher or administrator will confiscate the electronic device and deliver it to the office.
Parent(s)/Guardian(s) will be contacted to discuss the issue.
The device will be returned at the end of the day, or after a longer interval, at the principal's discretion.
Further disciplinary measures may result, depending on the circumstances.



RECORDING OF VIDEO, AUDIO, AND UNSOLICITED IMAGES
STEP TWO: TEACHER/SCHOOL INITIATED ACTION

The teacher or administrator will confiscate the electronic device and deliver it to the office.
Parent(s)/Guardian(s) will be contacted to discuss the issue.
Parent(s)/Guardian(s) will pick up the device at the school.
Further disciplinary measures may result, depending on the circumstances.



RECORDING OF VIDEO AUDIO AND UNSOLICITED IMAGES
STEP THREE: TEACHER/SCHOOL INITIATED ACTION

On the third offence, the student will be banned from having electronic recording devices at school.

The teacher or administrator will confiscate the electronic device and deliver it to the office.
Parent(s)/Guardian(s) will pick up the device at the school.
The principal or designate will discuss the ban with the parent(s)/guardian(s).
Further disciplinary measures may result, depending on the circumstances.