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## Personal Electronic Devices School Level Policy

### 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 maximizing the educational benefits while minimizing the negative impact of this same technology. Personal Electronic Devices (PED's) are becoming commonplace. These devices allow users to access information anytime, anywhere, and communicate spontaneously with anyone. The advantages of technology need to be supported with the responsible use of technology.

The Richmond School District has a policy in place that outlines the **Acceptable Use of Information and Communication Services** (Policy 415-G). While this policy provides general, overarching guidelines for the use of technology throughout the District, we believe it is necessary to outline our expectations for students, staff, and parents at the school level. However, if the school's expectations are in contradiction to Policy 415-G, or future changes to Policy 415-G, the Policy will supersede what is outlined in our School Policy.

### Definition

Personal Electronic Devices (PED's) include, but are not limited to:

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

### 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 Policy 415-G*
- *the secure storage of these devices is the sole responsibility of the owner / user*
- *the Richmond School District and our school **does not accept responsibility for lost, damaged, or stolen personal electronic devices**; students, staff, and parents bring their devices to school at their own risk. We continue to ask that all expensive items be kept at home.*

## Learning and Teaching Environments in Schools

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

- *cell phones and PED's are in silent mode or are powered off and stored out of sight during all instructional times and breaks (8:00am – 2:35pm)*
- *may use their cell phones and PED's **outside of the school** before 8:00am and after 2:35pm*
- *PED's are not to be used in the classroom setting by students, staff, or parents unless otherwise directed by the teacher / principal.*
- *PED's may not be used at recess or lunch*
- *PED's are not allowed in examination rooms or during tests / examinations*
- *school staff may confiscate, and securely store, personal electronic devices until the end of the school day.*
- *during the school day the use of cell phones, text messaging, and electronic devices is restricted in instructional areas. This also includes but is not limited to Strong Start sessions and on-site daycares.*
- *cell phones may not be used by staff for personal use while on supervision duties (eg. recess)*
- *staff whose cell phones are related to their work (eg. maintenance, managers, etc.) may have their cell phones on if they are not in the instructional setting*
- *parents and volunteers may have a cell phone on in silent mode. However, they must step outside of the building to answer / return calls*
- *teachers may give permission for PED's to be used by students within the school setting for school-related events or to enhance student learning*
- *never use PED's in areas that violate a person's reasonable expectation of privacy, such as washrooms or change rooms*
- *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*
- *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 and PED's are not to be used during a lockdown.**