

## NON-INSTRUCTIONAL USE OF PERSONAL ELECTRONIC DEVICES AT SCHOOL AND DURING INSTRUCTIONAL HOURS

<b>Category</b>	<b>Health and Safety</b>		
<b>Subject</b>	<b>Non-Instructional Use of Personal Electronic Devices at School and During Instructional Hours</b>		
<b>Adopted</b>		<b>Revised</b>	October 2015
<b>Policies Used / Referenced</b>			

### Policy Statement

This policy is intended to support the **Positive Learning and Working Environment Policy** (Policy 703) and the **Information and Communication Technologies Use** (Policy 311) by establishing expectations regarding the use of personal electronic devices that may:

- detract from school safety and crisis response;
- infringe on the privacy rights of individuals;
- contribute to bullying or harassment via inappropriate text messaging, inappropriate digital photos, inappropriate video or audio recordings;
- contribute to cheating in the classroom;
- contribute to inappropriate social interaction during instructional time that results in decreased learning opportunities for students; and
- facilitate illegal activity.

The use of personal electronic devices during the school day for non-instructional purposes can lead to disruptions in the learning and teaching environment. Anglophone South School District believes that maintaining a safe and positive learning environment is a priority and the misuse of personal electronic equipment specifically during instructional hours can disrupt the learning environment of the classroom.

This policy applies to all students, staff, volunteers and community workers in Anglophone South School District. Please refer to Appendix A for ASD-S Inappropriate Use of Technology procedures.

### Definitions

Personal Electronic Devices refers to cell phones, smart phones, iphones, blackberries, ipads, ipods, hand held video games, digital cameras or other such electronic devices. This policy will also reflect new technologies as well.

The hours of instruction during the school day refers to the time defined in Article 18 of the *Agreement Between Board of Management and the New Brunswick Teachers' Federation*.

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### **Procedures**

1. All students, parents/guardians, staff and volunteers will be made aware of this policy at the beginning of each school year.
2. Teachers and students who choose to take these items to school are responsible for their safekeeping and responsible use in a school environment.
3. The non-instructional use of electronic devices will be subject to discipline and consequences as determined by the school. This includes the capture of unsolicited images, audio or video recording not related to school activity, and posting such items on the Internet without permission.
4. A student may utilize a personal electronic device for academic purposes during instructional time, only if authorized by the teacher.
5. Each school will follow a consistent approach regarding further definition and the consequences for not following policies that support a positive learning environment.
6. A student right of ownership does not constitute unlimited usage during school hours.
7. All employees will restrict usage of personal devices during the instructional day.

### **Reference**

- [Department of Education Policy 311: Information and Communication Technologies Use](#)
- [Department of Education Policy 703: Positive Learning and Working Environment](#)
- Agreement Between Board of Management and the New Brunswick Teachers' Federation
- [Department of Education Policy 701: Policy for the Protection of Pupils](#)

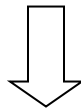
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### Appendix A

#### Inappropriate Use of Technology Procedures

This procedure is developed to direct teachers, guidance counselors and administration on procedures to follow in the case of cyber bullying and or cyber threats within Anglophone South School District.

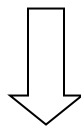
Inappropriate  
Use of Technology Incident  
(sexting, online harassment, etc)



Evidence Gathering

- Document parties involved
- Can hold the phone, be aware that you can't look through it.
- Contact IT if school computers are used (policy 311)
- Contact students involved
- Phone parents/police

If the material appears to present an imminent threat of violence and danger to self or others, contact administration who will contact law enforcement as well as Crisis Response Team if deemed necessary. But continue with the following evidence gathering steps.



#### Conflict

- Guidance referral
- Mediation
- Education (Policy 703, 311)
- Prevention (Tech mentors, useful websites, handouts)

#### Persistent Use

- Parent meeting
- Student/parents sign and return policy 703.
- Police consult if needed
- Guidance intervention continued

#### Criminal Harassment

- Police contact
- Contact parents
- Interview students
- Notify Director of Schools