



## Electronic Device Policy

### Purpose

This policy outlines the acceptable use of electronic devices to maintain a safe and secure education environment with the goal of preparing students for the future, improving learning, and fostering digital citizenship.

### Definitions

**Electronic devices** shall include all computing devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless connection to the Internet. Examples of these devices include, but shall not be limited to, desktops, laptops, tablets, smartphones, e-readers, as well as any technology with similar capabilities.

**Digital Citizenship** is the norms of responsible behaviour related to the appropriate use of technology. It encompasses digital literacy, ethics, etiquette, and online safety.

**User** is any individual granted authorization to use electronic devices. Users may include students, parents, staff, volunteers, visitors, contractors, or individuals employed by service providers.

## 1. Authorised Use of Electronic Devices

Electronic devices brought to school shall be restricted to educational and administrative purposes in approved locations and times under the supervision of school personnel. Authorised users shall:

1. use electronic devices in accordance with the expectations set forth in the school Code of Conduct;
2. comply with guidelines set by school personnel for the use of electronic devices while on school property or while engaged in a school-sponsored activity;
3. take photographs and audio/video recordings only with a person's consent and when authorised by school personnel for educational purposes;
4. access the school network using approved infrastructure only.

## 2. Responsibilities

All users are responsible for:

1. registering their electronic device with the school and submitting a signed Use of Electronic Devices Agreement prior to connecting to the school network;
2. ensuring electronic devices are used in accordance with school policies and procedures;
3. caring, maintaining, securing, and storing electronic devices;
4. preserving privacy of accounts, login names, passwords, and/or lock codes to maintain security of electronic devices and data;
5. maintaining safe and productive learning environments when using electronic devices;
6. practising digital citizenship.

All administrators are responsible for:

1. informing users of school policy;
2. establishing and monitoring digital citizenship through the school Code of Conduct;
3. responding effectively to disciplinary issues resulting from inappropriate electronic device usage;
4. communicating appropriately with school personnel, parents, and students if school policy is violated from electronic device usage;
5. providing information to users explaining how to connect electronic devices to the school network.



Teachers are responsible for:

1. creating equitable learning opportunities that include electronic devices for education purposes when relevant to curriculum and instruction;
2. determining when students are able to use school or personal electronic devices for educational purposes;
3. supervising students' use of electronic devices;
4. responding effectively to disciplinary issues from inappropriate electronic device usage;
5. communicating appropriately with administrators, parents, and students if the school policy is violated from electronic device usage.

Students are responsible for:

1. using electronic devices for educational purposes in approved locations under the supervision of school personnel only;
2. implementing virus and malware scanning on their electronic devices;
3. reporting any inappropriate electronic device usage to a teacher or administrator immediately;
4. ensuring their electronic devices are charged prior to bringing them to school;
5. continuing to learn using an alternative method if an electronic device malfunctions.

Parents are responsible for:

1. helping their children take all reasonable steps to care, maintain, secure, store, and transport their electronic device;
2. helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes;
3. identifying the electronic device by labelling it, recording details such as make, model, and serial number, and/or installing tracking software;
4. procuring hazard or theft insurance for an electronic device;
5. encouraging their children to follow school policy and practise digital citizenship;
6. contacting the school office to communicate with their child during the school day, instead of using text messages, emails, phone calls, or other digital means that have no curriculum related/education purpose;
7. assuming all responsibility for their child's unauthorised use of non-school Internet connections such as a 3G/4G cellular phone network.

### **3. Unauthorised Use of Electronic Devices**

Prohibited uses of electronic devices includes, but are not limited to:

- areas where there is a reasonable expectation of privacy, such as changing rooms or toilets;
- circumventing school's approved network infrastructure to access Internet connections using an external wireless provider;
- downloading files that are unrelated to educational activities;
- engaging in non-educational activities such as playing games, watching videos, using social media, listening to music, texting, or taking personal calls;
- cheating on assignments or tests;
- accessing information that is confidential;
- using photographs and audio/video recordings for a purpose unrelated to the school assignment;
- obtaining unauthorised access and using it to alter, destroy, or removing data;



- engaging in cyberbullying which involves using technology to harass, threaten, embarrass, or target another person;
- infecting a device with a virus or other program designed to alter, damage, or destroy;
- committing a crime under federal, provincial, and/or municipal statutes;
- infringing upon copyright laws or plagiarising protected information;
- using network resources for commercial or party political purposes.

#### **4. Consequences: Remedial and Disciplinary Action**

- Individuals who do not comply with this Policy will be subject to appropriate consequences consistent with the school Code of Conduct.
- Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:
  - temporary confiscation of device;
  - search of device contents to locate evidence of misuse;
  - limitations, suspension, and/or revocation of access privileges to personal and school technology resources;
  - disciplinary measures, up to and including dismissal;
  - legal action and prosecution by relevant authorities.

#### **5. Liability**

- Users are solely responsible for the care and use of electronic devices they choose to bring to school. Users bringing these devices to school do so at their own risk.
- The school and school personnel shall not be liable for the loss, damage, misuse, or theft of any student-owned electronic device: possessed/used during the school day; in/on school buildings, property, vehicles, or contracted vehicles; during transport to/from school; while attending school-sponsored activities.
- The school and school personnel shall not be responsible for any negative consequences to electronic devices caused by running specific software or by accessing the school network.

#### **6. Technical Support**

- School personnel shall not provide technical support, troubleshooting, or repair for user-owned electronic devices.