

## **USE OF CELL PHONES AND DIGITAL DEVICES**

### **Background**

The District believes that cell phones and other digital devices can play a vital communication role and can enhance the educational environment for students. The use of devices in the classroom will be at the discretion of the classroom teacher.

### **Procedures**

#### **1. Students:**

- 1.1. Students may carry cell phones or other digital devices and may use them as follows:
  - 1.1.1. Cell phones and other digital devices may be used during non-instructional times only. Non-instructional times would include: before class, during breaks, during lunchtime and after school. During instructional time, whether the student is in class or on a spare, all cell phones and other digital devices will be turned off and will be out of sight.
  - 1.1.2. Cell phones and other digital devices will not be used in change rooms or washrooms at any time.
  - 1.1.3. The use of digital devices will be at the discretion of the classroom teacher.
- 1.2. Violation of this Administrative Procedure may result in disciplinary action being taken and confiscation of the cell phone or digital device by the classroom teacher or school administration. Confiscated items shall be returned to the student only after a conference with the parent, student and school personnel.

#### **2. Staff:**

- 2.1. Staff members may use cell phones or other digital devices as follows:
  - 2.1.1. Cell phones and other digital devices may be used during non-instructional times only. Non-instructional times would include: before class, during breaks, during lunchtime and after school. During instructional time all cell phones and other digital devices will be turned off and will be out of sight. Exemptions: District Administration, School Based Principals/Vice-Principals, District Crisis Response Coordinator and First Aid Attendants (must be kept on vibrate).
  - 2.1.2. Digital devices may be used during instructional times to support student learning.
  - 2.1.3. Violation of this Administrative Procedure may result in disciplinary actions including the confiscation of the cell phone or digital device. Confiscated items shall be returned to the staff member only after consultation with the school administration.
  - 2.1.4. Cell Phones and Driving, both District and Personal Vehicles

- 2.1.4.1. Only hands-free cell phones and devices that require one touch to activate will be permitted.
- 2.1.5. Permitted actions and devices:
  - 2.1.5.1. Hands-free cell phones that are built in or securely fixed to the vehicle and used by pressing a single button – once only – in order to activate a hands-free device for incoming or outgoing calls.
  - 2.1.5.2. Pre-programmed and voice-activated GPS devices.
  - 2.1.5.3. Two-way radios for industry (e.g., trucking, logging, oil and gas).
  - 2.1.5.4. Any of the above devices can be used if the vehicle is legally parked and not impeding traffic.
  - 2.1.5.5. Call 911 to report an emergency.
- 2.1.6. Prohibited actions and devices:
  - 2.1.6.1. No operating or holding hand-held cell phones or other electronic devices.
  - 2.1.6.2. No sending or reading emails and/or texting (e.g., BlackBerry, iPhone, cell phone).
  - 2.1.6.3. No operating or holding hand-held music or portable gaming devices (e.g., MP3 players, iPods).
  - 2.1.6.4. No manual programming or adjusting GPS systems, whether built into the vehicle or not, while driving. Settings must be programmed before driving.

Reference: Sections 6, 8, 17, 20, 22, 65, 85 School Act  
School Regulation 265/89

Approved: October 4, 2005

Revised: February 10, 2009; September 14, 2010; August 15, 2021, September 9, 2021