

IMMACULATE CONCEPTION CATHOLIC ELEMENTARY SCHOOL

Technological advancements have made access and availability of mobile digital devices an increasing part of our society. Immaculate Conception is committed to promoting the use of these devices in a manner that promotes the educational value while teaching the Catholic responsibility of associated with these devices. To this end, Immaculate Conception Catholic Elementary school is committed to providing an environment that will promote responsible use of technology and the devices in our school.

IMMACULATE CONCEPTION CATHOLIC ELEMENTARY SCHOOL **BRING YOUR OWN DEVICE (B.Y.O.D.) TO SCHOOL POLICY**

The students at Immaculate Conception Catholic Elementary School now have the option to bring their own personal electronic devices to school subject to the **H.W.C.D.S.B. Personal Electronic Device A. 12 Policy** and **S.15 Internet and Technology – Acceptable Use for Students**. Bringing an electronic device to school is **NOT** a requirement but is now permissible if the teacher allows the student to use the device in class as part of the instructional period. All students and parents should read and sign the end of this document stating that they fully understand this policy.

The policies may be viewed in their entirety at:

- Personal Electronic Device A.12: <https://www.hwcdsb.ca/board/policies/?fileID=180561>
- S.15 Internet and Technology – Acceptable Use for Students: <https://www.hwcdsb.ca/board/policies/?fileID=451898>

These policies outline the acceptable use of mobile digital devices that include, but are not limited to, cell phones, laptops, iPads, personal electronic audio, video, and photographic and telecommunications devices on all Hamilton-Wentworth Catholic District School Board (Board) properties and Board/school sponsored events. Use of mobile digital devices is also bound by the Board's Acceptable Use policies.

THE BOARD ASSUMES NO RESPONSIBILITY FOR THE SAFETY AND SECURITY, LOSS, RECOVERY, REPAIR OR REPLACEMENT OF PERSONAL ELECTRONIC DEVICES. THE STORAGE OF THESE DEVICES IS THE SOLE RESPONSIBILITY OF THE OWNER/USER.

The application of student discipline for infractions under this policy will be progressive save for those instances which are judged by the Principal: a) as posing a physical risk to an individual or to the school population; b) to be a serious (i.e. humiliating) invasion of personal privacy; or c) as damaging to the academic and moral operation of the school.

1. Conditions under which Personal Electronic Devices May be Carried on to Board Premises

(a) The Principal or designate may authorize use of cell phones, pagers, video/camera phones, cameras and recording, personal electronic devices on the school site.

(b) Anyone carrying a personal electronic device on to Board premises will comply with all the requirements of this policy and any associated procedures.

(c) Cell phones and other personal electronic devices must not interfere with the instructional environment. However, the teacher may deem the use of personal electronic devices appropriate for educational purposes.

(d) Cell phones, pagers, video/camera phones, cameras and recording personal electronic devices are valuable electronic devices for which individual students, visitors, contracted service providers, staff and volunteers are responsible. When carried on to Board premises, the secure storage of these devices is the sole responsibility of the owner/user. The Board assumes no responsibility for the safety and security, loss, recovery, repair or replacement of these devices.

(e) If a student violates the policy, the electronic device may be confiscated and returned to the parent/guardian (or student 18 years or older) after the instructional day or as appropriate.

(f) In the event of an emergency, lockdown, or evacuation the Principal will provide instruction to the school community pertaining to the acceptable use of PEDs in the particular emergency conditions.

(g) Anyone logged on and using the board WiFi will accurately represent themselves online, and all online interactions will be reflective of our Gospel and Catholic Christian values and virtues.

(h) When using the board WiFi, all passwords will be kept confidential and will not be shared with anyone.

2. Unauthorized Use of Personal Electronic Devices

(a) The use of any personal electronic device in a manner that violates a person's reasonable expectation of privacy including but not limited to the use of change rooms, washrooms, academic examination rooms or private conferencing locations, or violates the protection of privacy provisions of individuals under the Municipal Freedom of Information and Protection of Privacy Act, is strictly prohibited and may be subject to discipline up to and including expulsion, dismissal, exclusion from Board premises and/or the involvement of the Hamilton Police Service as appropriate.

(b) The electronic transmission or posting of digital content (e.g., images, video, audio, and/or text etc.) is prohibited without the permission of the person or persons, and where the student is below the age of 18, the consent of the parent/guardian.

(c) The use of any personal electronic device in a manner that interferes with or disrupts any classroom or other instructional space is strictly prohibited and may be subject to disciplinary action up to and including suspension, expulsion or exclusion from the Board premises as appropriate. The application of student discipline for infractions under this policy will be governed by the Safe Schools policy.

(d) Personal electronic devices shall not be permitted by students in all test and examination rooms. The communication of test or examination contents, the marks or grades assigned to students resulting from evaluation or the actual contents (or part thereof) of any evaluation activity being completed by any individual(s) are factors affecting the severity of the disciplinary response.

(e) Should a personal electronic device be found to interfere with the Board's network or other systems, users may be required to provide their device to the Board for inspection.

(f) Students are not permitted to use personal electronic devices in a manner that interferes with the work and/or instructional environment.

(g) The unauthorized use of any personal electronic device to record and/or transmit any information or data used in the conduct of Board business operations is strictly prohibited and may result in the termination of contracts, civil litigation, disciplinary action up to and including expulsion, dismissal from employment and/or the involvement of the Hamilton Police Service as appropriate.

(h) The use of any personal electronic device in a manner that facilitates the commission of a crime under federal, provincial and/or municipal statutes is strictly prohibited and may be subject to disciplinary action up to and including expulsion, dismissal from employment, exclusion from Board premises and/or the involvement of the Hamilton Police Service as appropriate.

If you are allowing your child to bring an Electronic Device for use in the classroom, please sign the following consent form and return it to the school.

IMMACULATE CONCEPTION CATHOLIC ELEMENTARY SCHOOL
BRING YOUR OWN DEVICE (B.Y.O.D.) TO SCHOOL POLICY

CONSENT FORM

I have read and understand the attached *Bring Your Own Device to School Policy* and have accessed the entire board policy on *Personal Electronic Devices A.12* and *S.15 Internet and Technology – Acceptable Use for Students* as posted on the Hamilton-Wentworth Catholic District School Board website at:

- Personal Electronic Device A.12: <https://www.hwcdsb.ca/board/policies/?fileID=180561>
- S.15 Internet and Technology – Acceptable Use for Students: <https://www.hwcdsb.ca/board/policies/?fileID=451898>

I give my child permission to bring their own electronic device to school and assume all responsibilities associated with its use. I understand that the Hamilton-Wentworth Catholic District School Board assumes no responsibility for the safety and security, loss, recovery, repair or replacement of mobile digital devices. The storage of these devices is the sole responsibility of the owner/user.

Student: _____

Grade: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____