

**MOBILE DIGITAL DEVICES**

A.12

## POLICY

1. The wide range and use of communication technology devices continues to increase. As a Catholic learning community, we accept the responsibility of conducting ourselves in a manner consistent with the Mission and Vision of Catholic Education.
2. **This policy outlines the acceptable use of mobile digital devices that include, but are not limited to, cell phones, laptops, personal electronic audio, video, and photographic and telecommunications devices on all Hamilton-Wentworth Catholic District School Board (Board) properties and Board/school sponsored events. It is also understood to include newly developed emerging devices that employ any form of technology that provides any device with similar image taking, eavesdropping/listening/ recording and communications capabilities. Use of mobile digital devices is also bound by the Board's Acceptable Use policies.**
3. **While these devices offer both employees and learners alike many opportunities for ease of communication, collaboration, etc. and can be a natural part of the learning, teaching and working environment, there are also implications related to safety, privacy and the inappropriate use of such devices. It is therefore important to monitor the use of these devices to ensure the safety of the teaching/learning/working environment for Board staff and students.**
4. This policy applies to Board employees, students, parents/guardians, volunteers, employees of contracted service providers and visitors when attending at any Board site or at any Board or school sponsored activity.
5. This policy does not apply:
  - to the authorized use of photographic/video and audio recording of school events including but not limited to graduation, theatrical productions, sports, athletic or other similar events as determined and approved by the principal;
  - to authorized use of photographic/video and audio recording for educational, instructional and/or research purposes as approved by the Board or the school principal.

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PRINCIPLES

1. **The use of mobile digital devices on school Board property or Board sanctioned events is governed by the Education Act and all other Municipal, Provincial and Federal Legislations, as well as the policy of the Board.**
2. The Board acknowledges that the regulated use of **mobile digital** devices in the school and **Board sponsored events** by staff and students may contribute to the safety and security of the person.
3. **The regulated use of mobile digital devices can mitigate the risks to students, staff and visitors and deter inappropriate and illegal activity.**
4. The Board recognizes that **mobile digital devices are becoming a natural part of the school and work environments. It is expected that employees, learners and guests will make appropriate use of such technologies. Openness to and the educated use of new and future technologies promotes adaptive and constructive uses of technology by students.**
5. The Board respects the dignity of the human person and the potential for invasion of personal privacy **made possible by the inappropriate use of content captured by such personal electronic devices.**
6. The Board acknowledges the potential for disruption to classroom instruction, and the potential interference in the day to day and emergency operations of the school, that can result from the unrestricted use of personal electronic devices by students, staff, parents/guardians, employees of contracted service providers, volunteers and visitors.
7. The preservation of academic integrity and security requires the regulation of the use of personal electronic devices.
8. The regulation of use by employees of personal electronic devices is considered necessary to the proper stewardship of business-related and personal data held by the Board.
9. **Mobile digital devices must not interfere with the instructional and/or work environment.**
10. **The 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.**

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PRINCIPLES (cont'd)

- 11. Schools and other Board sites will ensure that procedures regarding the use of mobile digital devices are part of the emergency, lockdown, and evacuation plan.**

PROCEDURES

Schools will incorporate into the local Safe School Code of Student Conduct the stipulations of this policy and associated procedures.

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. Details concerning the application of student discipline in this area will be included in procedures associated with this policy.

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, **mobile digital devices** on the school site.
  - (b) Anyone carrying a personal **mobile digital device** on to Board premises will comply with all the requirements of this policy and any associated procedures.
  - (c) Cell phones and other personal **mobile digital electronic devices** must **not interfere with the instructional environment. However, the teacher may deem the use of mobile digital devices appropriate for educational purposes.**
  - (d) Cell phones, pagers, video/camera phones, cameras and recording **mobile digital** 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.

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## PROCEDURES (cont'd)

- (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.

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 mobile digital 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 Safe Schools policy.**
- (d) **Mobile digital 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 mobile digital 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) **Board employees, volunteers, etc., are not permitted to use mobile digital devices in a manner that interferes with the work and/or instructional environment.**

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PROCEDURES (cont'd)

- (g) The unauthorized use of any mobile digital 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 mobile digital 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.**

BM 6 JUN 06, 21 JUN 11

RELATED BY-LAW(S): N/A

RELATED BOARD COMMITTEE: Committee of the Whole

POLICY REVIEW DATE: 5 year