



**DISTRICT SCHOOL BOARD
ONTARIO NORTH EAST**

Policy No. 2.1.28

Section: School Related Operations

Related References: *Appropriate Use of Technology Policy 1.2.10* and the *Technology Use Standards*

Appendices: A & B

Approved: April 3, 2007

Revised: June 21, 2011

Review Date: June 2012

TITLE: Handheld Electronic Communication and Listening Devices

1.0 Rationale:

District School Board Ontario North East is committed to providing a safe, positive, and mutually respectful student focused environment which promotes the development of skills, knowledge and attitudes necessary for life-long learning. As technologies continue to develop and expand, they impact the educational environment in many positive ways. Appropriate use of, and educational benefits of technology, should be taught by all teachers in support of effective instruction and in student learning.

District School Board Ontario North East believes in the benefits that technology can bring to support daily operations and student achievement. Appropriate use of and educational benefits of technology should be taught by all teachers, particularly as it relates to instruction and guidelines as outlined in *Appropriate Use of Technology Policy* and the *Technology Use Standards (revised June 2011)*. Recognizing the balance between educational benefit and possible inappropriate usage resulting in negative impact, it is important to maximize the benefit while governing the use of personal data assists or any handheld communication devices to ensure the safety of the teaching/learning and work environment.

2.0 Definitions:

- 2.1 Electronic communication devices such as personal data assists, cell phones, cameras and any other electronic devices capable of communication outside or inside the school property.
- 2.2 Electronic listening devices and related equipment such as personal listening or viewing apparatus (i.e., i-Pods, MP3 players, notebooks, tablets, etc.).
- 2.3 *Appropriate Use*: Relevant federal and provincial laws and regulations (e.g., Copyright Act, Education Act, *Municipal Freedom of Information and Protection of Privacy Act*, *Ontario Human Rights Code*, and *Criminal Code*) govern the use of the computer and information technology systems of the Board. In addition, use must be consistent with Board policies and procedures at all times. Users are expected to use electronic communication devices in a responsible and ethical manner consistent with the educational, informational and recreational purpose for which they are permitted. Users will be subject to disciplinary action for misuse. Misuse may also, in some instances, subject the Board to lawsuits.

3.0 Policy:

- 3.1 The confidentiality of employees and student on Board properties is a priority and must reflect the highest standards of courtesy and professional conduct.
- 3.2 The security and safety of employees and students is a priority and must always be maintained.
- 3.3 The inappropriate use of handheld electronic communication, listening or viewing apparatus as outlined in *Technology use Standards (e.g., Sections C through I: Unacceptable Access, Privacy, Plagiarism & Copyright Infringement, Academic Freedom, Free Speech and Selection of Material, Unacceptable Uses)* during regular school hours of operation will result in consequences for students.
- 3.4 The Director of Education in partnership with School Principals is authorized to issue such procedures and consequences as be necessary to implement this policy.

APPENDIX A

Classroom and School Use of Handheld Communication Devices Protocol

1.0 Definitions:

Handheld Communication Devices are personal devices used for listening, viewing and/or communicating including, but not exclusive to, personal data assists, cell phones, cameras, and related equipment such as i-Pods, MP3 players, notebooks, tablets, etc.

Appropriate Use: Relevant federal and provincial laws and regulations (e.g., Copyright Act, Education Act, *Municipal Freedom of Information and Protection of Privacy Act*, *Ontario Human Rights Code*, and *Criminal Code*) govern the use of the computer and information technology systems of the Board. In addition, use must be consistent with Board policies and procedures at all times. Users are expected to use electronic communication devices in a responsible and ethical manner consistent with the educational, informational and recreational purpose for which they are permitted. Users will be subject to disciplinary action for misuse. Misuse may also, in some instances, subject the Board to lawsuits.

2.0 Photographing

2.1 While on school or board property, including school buses or vehicles used for transportation of students, taking pictures of students, teachers or any school personnel is not permitted.

The only exception to the above is when authorized school personnel (i.e., teacher, vice-principal, principal) have permitted the use of picture taking for school purposes (e.g., class project, school concert, yearbook, public ceremonies, etc.).

3.0 Use of Cell phone and other handheld communication devices

3.1 *Elementary students (Grades JK through Grade 8) are prohibited from using handheld communication devices to make telephone calls or texting.* All elementary students requiring home communication for emergency purposes must use the telephone system provided in the main office.

The only exception to the above is when authorized school personnel (i.e., teacher, vice-principal, principal) have permitted the use of a handheld communication device to make a telephone call or text in the case of urgency (e.g., emergency lateness, school excursions, medical reasons, etc.)

3.2 Secondary students (grades 9 through 12) are permitted to use handheld communication devices in school designated areas. Principals will communicate the location of these school designated areas at the commencement of each school year.

3.3 While travelling on school buses or vehicles used for transportation of students, handheld listening and viewing devices (e.g., personal data assists, cell phones, and related equipment such as i-Pods, MP3 players, notebooks, tablets, etc.) may be used for personal viewing or listening.

Failure to recognize the respect the safety and individual rights of others through misuse (e.g., excessive volume, inappropriate material, etc.) may result in a warning and a completion of a report to be forwarded to the school principal. The instructions of the bus driver must not in any way be impeded by use of a handheld communication device.

4.0 Classroom Use of cell phone and other handheld communication devices such as

4.1 *Elementary students (Grades JK through Grade 8) are prohibited from using handheld communication devices in the classroom.* All handheld communication devices are to be “turned off” and out of sight.

4.2 Secondary students (grades 9 through 12) are prohibited from using handheld communication devices in the classroom. All handheld communication devices are to be “turned off” and out of sight.

Exceptions to the above may include when for school purposes only, and for the purpose of enhancing instruction, students may be directed by the teacher and/or principal to use personal or school purchased handheld communication devices to support their learning.

5.0 Failure to Comply

5.1 If use of a handheld electronic communication device is deemed to be in contravention of school and board policy, a teacher will direct a student to turn off device and put away.

! Failure to comply will result in direction of the student to school administration.

5.2 At the discretion of school administration, if use of a handheld electronic communication device is deemed in contravention of one or all of the relevant policies - *Handheld Electronic Communication and Listening Devices Policy, Appropriate Use of Technology Policy*, and the *Technology Use Standards (Revised June 2011)* - the device may be confiscated until an appropriate time as determined through investigation or remedy of the situation.

5.3 At the discretion of school administration, consequences for unacceptable use of a handheld electronic communication, listening devices will result through application of the following policies:

- Policy 2.1.15 Safe Schools: Progressive Discipline
- Policy 2.1.18 Safe Schools: Student Discipline, Bullying Prevention and Intervention
- Policy 2.1.10 Police and School Protocol

Other related policies for referencing may include:

- Policy 1.2.23 Equity and Inclusivity Education
- Policy 2.1.23 Managing Violent and Aggressive Student Behaviour
- Policy 2.1.31 Freedom of Information and Protection of Privacy

6.0 Limitation of Liability and Indemnification

District School Board Ontario North East makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the system will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The Board is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Board will not be responsible for financial obligations arising through the unauthorized use of the system. Users will indemnify and hold the Board harmless from any losses as the result of intentional misuse of the system by the user.

Although, careful handling of personal handheld equipment by Board personnel would be endeavoured, if personal handheld equipment is confiscated for the purpose of investigation and/or policy violation, District School Board Ontario North East makes no warranties of any kind, either expressed or implied, that the equipment will not incur defect, loss or damage during the period of investigation.

District School Board Ontario North East is not responsible for any loss, theft, or damage incurred by personal handheld equipment brought onto school or board property.

APPENDIX B

Please refer to the DSB Ontario North East Appropriate Use of Technology Policy 1.2.10 and the document entitled *Technology Use Standards* (revised June 2011) contained in that Policy.

<http://www.dsb1.edu.on.ca/boardinfo/policymanual.php>