



303.1AP USE OF PERSONAL ELECTRONIC DEVICES

ESTABLISHED: 2024.08.29

APPROVED: 2024.08.29

AMENDED:

REVIEWED:

LEGAL REFERENCE:

- *Education Act Sections 256, 257, 18 (1) (a, b, d, e) (2)(b)*
- *Ministerial Order (#014/2024)*
- *FOIPP Act*

CROSS REFERENCE:

- [303BP Use of Division-Owned Technology](#)
 - [304 BP - Personal Electronic Devices](#)
 - [303/304.1AP Use of Division and Personal Technology](#)
 - [302.8AP Field Trips & Excursions](#)
 - [402.2AP BTPS Staff Code of Conduct](#)
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BACKGROUND:

The Division believes it is important to promote a focused and productive learning environment. The Division aims to ensure that all students and staff understand and adhere to the guidelines regarding the use of personal electronic devices and social media within the school premises. The division is committed to creating a safe and caring environment.

DEFINITIONS:

Personal Electronic Device - includes, but is not limited to any personal electronic device that can be used to communicate with or access the internet (such as cell phone, tablet, laptop, Chromebook, Smartwatch, headphones, and gaming device):

Instructional Time - Instructional time includes time scheduled for the purposes of instruction and other activities for children where direct child–teacher interaction and supervision are maintained.

PROCEDURES:

1. Students may not use personal electronic devices during instructional time. All personal

- electronic devices must be turned off and out of sight during instructional times or in spaces where instruction is occurring, except with the specific permission of the principal when their use is planned, purposeful, and educationally motivated.
2. Social Media refers to digital platforms and tools that enable users to create, share, and interact with content and information online. These platforms include but are not limited to Facebook, X, Instagram, Snapchat, and TikTok.
 - 2.1 Students cannot access social media on wireless school networks or school devices.
 - 2.2 Limited access to social media may be permitted, as determined by a principal or equivalent in consultation with the Director of Technology.
 3. Limited Use Exceptions
 - 3.1 Limited use of personal electronic devices must be permitted, as determined by a principal, for health or medical reasons or to support special learning needs.
 - 3.2 Limited use of personal electronic devices may be permitted for educational or other purposes, as determined by a principal.
 4. Student Responsibilities
 - 4.1 Adhere to the guidelines outlined in this administrative procedure ensuring that devices are in silent mode or powered off, and properly stored during class time.
 - 4.2 Students need to be familiar with 303-304-1AP - Use of Division and Personal Technology and 304BP-Personal Electronic Devices
 - 4.3 Students should discuss with their parents the responsible use of their personal electronic devices while at school.
 5. Teachers and Staff
 - 5.1 Monitor and enforce the administrative procedure within their classrooms and school.
 - 5.2 At the beginning of the year, staff must be familiar with and review, 303-304-1AP - Use of Division and Personal Technology and 304BP-Personal Electronic Devices
 - 5.3 Staff will remind students of the personal electronic device procedure regularly and enforce it consistently.
 - 5.4 Teachers must review and include a link to 303-304-1AP - Use of Division and Personal Technology and 304BP-Personal Electronic Devices.
 - 5.5 Staff are expected to model proper personal electronic device use and behaviour during instructional time.
 6. Parents/Guardians
 - 6.1 Support the implementation of 303-304-1AP - Use of Division and Personal Technology and 304BP-Personal Electronic Devices. Use by discussing the importance of minimizing distractions and ensuring their children comply with the guidelines.
 - 6.2 In emergencies or when time is of the essence, parents should contact the school through the main office phone.
 7. Principals
 - 7.1 Review and communicate 303-304-1AP - Use of Division and Personal Technology and 304BP-Personal Electronic Devices with students, parents, and staff, and provide support for its enforcement.
 - 7.2 Monitor and enforce the administrative procedure within their classrooms and school, providing exceptions only as necessary for health or medical reasons or to support special learning needs.
 - 7.3 Address any violations following the progressive disciplinary actions included in this administrative procedure.
 - 7.4 Principals will make stakeholders aware of this procedure on an annual basis.

8. Should a student contravene this policy will be subject to a progressive discipline approach to address violations,
 - 8.1. On the first occurrence, the device will be confiscated by the school staff member and returned at the end of the class with a reminder of the procedure.
 - 8.2 On the second occurrence, the device will be confiscated, turned over to the school principal and returned to the student at the end of the school day.
 - 8.3 On the third occurrence, the parent/guardian will be contacted by the principal and the electronic devices will be returned to the student at the end of the school day.
 - 8.4 Subsequent infractions will require a meeting between the principal and the parents/guardian prior to the return of the electronic device. Disciplinary action will be subject to the school discipline policy.
9. Buffalo Trail Public Schools and its staff are not responsible for any damage to or theft of a student's personal electronic device, therefore students must properly secure and take care of their own devices. Students must follow the method outlined by their school for properly storing their personal electronic devices while on school property.
10. This administrative procedure will be communicated to students, parents, and staff through various channels including school newsletters, the BTPS website/school websites, and during school assemblies/meetings.