



Georges P. Vanier  
Secondary School

# GP Vanier Personal Digital Device Policy



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## **School District 71 Administrative Procedure 145 – Use of Personal Digital Devices (PDDs)**

### **Background**

Openness to new and future technologies and their educated use create opportunities for many constructive and positive uses that can aid the instructional process. Further, regulated use of some personal communication devices in the school and community may contribute to the safety and security of students and staff. However, unregulated use of such devices may pose a risk to personal safety; may disrupt instruction; may invade personal privacy; and may compromise academic integrity.

### **Procedures**

1. Personal Digital Devices (PDDs) are not to be operated during regularly scheduled instructional time, or during any school sponsored activity, such as an assembly or talk by a guest speaker, unless such use facilitates the learning activity as permitted by the teacher to enhance digital literacy and support instructional goals.

1.1 Normally, PDDs are to be stored and in silent mode during instructional and school sponsored activities.

2. PDDs are not to be taken into test or examination settings, unless students have been given permission to do so.

3. PDDs are not to be used in settings such as change rooms, washrooms, private counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.

4. No images of students or staff in schools or at associated facilities or activities are to be uploaded to school, public or private websites without the written consent of the person or persons and/or their parents, in the photograph or video.

5. Students who bring PDDs to the school are expected to comply with all parts of Administrative Procedure 350 – District Student Code of Conduct and Administrative Procedure 140 – Acceptable use of Technology. Students who consistently refuse to comply with the District's procedures for use of PDDs in the school setting may be subject to disciplinary measures detailed in the school's rules, as well as the steps outlined in Administrative Procedure 350.

5.1 Principals will use progressive discipline reflective of the age and maturity of the student, any special needs, and the severity and frequency of the unacceptable conduct.

6. Principals, in consultation with staff and appropriate stakeholders (including the parents' advisory councils), will consider the age and developmental stage of students to ensure appropriate and responsible usage of PDDs and to develop and implement specific procedures appropriate to each school site.

7. In the event of an emergency, such as a lockdown or an evacuation, the Principal will develop and inform the school community of the acceptable use of PDDs in that emergency situation.

8. Individual medical and health considerations help to inform PDD usage policies to prioritize student well-being. For example, students with medical conditions may require access to PDDs for communication or health monitoring purposes.

9. Special considerations will be made to accommodate accessibility for students with diverse needs such as those requiring assistive technology or alternative formats for digital content. In addition, the District will ensure that PDDs serve as tools for academic enrichment rather than sources of inequality by providing clear guidelines and equitable access to technology.

10. PDDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. The District assumes no responsibility for the safety, security, loss, repair or replacement of PDDs.

10.1 PDDs which are taken temporarily from students by teachers or administrators must be securely stored.

## GP Vanier Personal Digital Device Policy (From Vanier Charter Rights and Responsibilities):

- I have the right to a learning environment free from distractions such as cameras, cell phones, or other personal electronic devices. Restricting access to PDDs promotes a focused learning environment.
- I have the responsibility to keep my personal electronic devices at home or, if I bring them to school, **off and secured in my locker or a bag during school hours. Devices should be put away before you enter the classroom and kept away until after you are dismissed. (This includes earbuds and headphones)** The only exception to this is when I have teacher permission during the class period to use my device for educational (digital literacy), health or safety reasons.

### Why?

Electronic devices can be distracting to student learning. There is a significant body of research showing that increased technology use is linked to problems with mental health, focus, and the development of relationships and academic skills. Therefore, I will ensure that my electronic device is turned off and out of sight during class time unless I have been given permission to use it for educational, health or safety purposes. This includes headphones and earbuds. I may use them during non-class time (before school, recess, lunch, after school, etc.) unless directed otherwise by a staff member. It may not be used in the hallway during class time or at anytime in a bathroom or changeroom. Restricting personal digital device use promotes a focused learning environment.

### Progressive Discipline Cycle for Violations

*If a student has their device visible during class time, without the explicit permission or invitation from a teacher (to use it to promote digital literacy) , in violation of the code of conduct, the following steps will take place:*

1. Verbal reminder and referral to policy and procedure.
2. Device taken for the class, and email sent home to parents.
3. Device taken to admin for the remainder of the day. Returned after a conversation with admin team. Email or phone call to parents. Review policy. Meet with Youth and Family support worker.
4. Device taken to admin to communicate with parents. Students to be provided with a Personal Digital Device contract where the device must be dropped off at office at the beginning of each day before school begins.
5. Device taken to admin who will follow up with disciplinary action. Device will no longer be allowed at school. Requirement that device be left at home.