



Division Finance and Administration	Policy Series 300	Policy # 300.3
Subject Technological Resources/cell phones	Replaces	
Responsible Authority <ul style="list-style-type: none"> • ASSISTANT DIRECTOR OF EDUCATION (FINANCE AND ADMINISTRATION) • MANAGER OF INFORMATION SYSTEMS 	Date Approved February 1, 2010	
	Effective Date March 1, 2010	
<i>Date Reviewed</i>	<i>Date Revised</i>	

300.3(1) Policy Name

Acceptable Use: of Portable Electronic Devices by Students

300.3(2) Policy Statement

- 300.3(2.1) Each school in Nova Central School District may establish its own policy and practices regarding the use of portable electronic devices by students, as required.
- 300.3(2.2) At a minimum, cell phones, pagers and other electronic devices shall be required to be turned off and kept out of sight during instructional time, except with the explicit permission of the school administrator or his/her designate.
- 300.3(2.2) Portable electronic devices shall not be permitted in rooms where exams are being written, except with the explicit permission of the school administrator or his/her designate.
- 300.3(2.3) Camera functions on cell phones and other devices:
 - 2.3.1 Are not permitted to be used on school grounds, except with the explicit permission of the school administrator or his/her designate.

- 2.3.2 Are not permitted to be used on school buses during the regular school bus trip to and from school.
- 2.3.3 May only be used on buses and at locations outside of school during field trips/special events with the express permission of the teacher sponsor or lead staff person for the event.
- 300.3(2.4) Exceptions to this policy may be approved by the school administrator for students who require specific devices as per their individual educational plan.
- 300.3(2.5) School administrators are delegated the authority to confiscate electronic devices from students as determined necessary for the effective functioning of the school, and to return to the student or notify the parent/guardian that the device may be picked up from the school.
- 300.3(2.6) Infractions of district or school policy on student use of electronic devices shall be addressed through the school's disciplinary process.
- 300.3(2.7) Nova Central School District and individual schools are not responsible for personal electronic devices such as cell phones that are misused, damaged or go missing at school.

300.3(3) Policy Rationale/Purpose

Nova Central School District recognizes that technology is an integral resource in the delivery of educational programming and in the operations of the district. However, non-educational electronic devices are detrimental to the teaching and learning environment because they interrupt instruction and learning; compromise the privacy of individuals; may be used to store, retrieve and access information during exams; and, add to the administrative workload of school personnel. The district recognizes that there is a need to limit student use of such devices.

300.3(4) References

- 300.3(4.1) Fort McMurray, AB, Public School District No. 2833: HIBI Use of Electronic Devices in Schools (2007)
- 300.3(4.2) York Regional School District, Information for Student Agenda

300.3(5) Scope

This policy applies to all Kindergarten to Level 4 students in Nova Central School District.

300.3(6) Roles and Responsibilities

300.3(6.1) Responsible Division: **Finance and Administration
(Technology)**

6.1.1 The **Assistant Director of Education (Finance and Administration)** or his/her designate, the **Manager of Information Services**, shall be responsible for the implementation, monitoring and revision of this policy.

6.1.2 **School administrators/Managers** are responsible for:

- a) Ensuring that staff, volunteers and students are aware of this policy;
- b) Developing and overseeing the implementation of school policy as required.

300.3(7) Procedures

N/A

300.3(8) Definitions

300.3(8.1) Electronic devices include but are not limited to: iPods, MP3 Players, cell phones, cameras (video, picture), portable game stations, laptops (unless otherwise approved by the school administrator), earphones, blackberries.

300.1(9) Review

This policy shall be reviewed every two years.

300.1(10) School Policy

Individual schools can develop and implement school policies to restrict such use of electronic devices by students, as determined necessary by the school administrator and in line with the district policy. Schools should consult with school councils during policy development and should clearly communicate the policy in school (e.g. posters) and to parents and students (e.g. student agenda).