



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Educational Services
• Student Welfare

Regulation Code: ES-1.6.1
Policy Code Reference: 1.6

Regulation: PERSONAL ELECTRONIC DEVICES (PEDs)

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This administrative regulation is written in accordance with the guiding principles in Board Policy No. ES-1.6, Personal Electronic Devices (PEDs). The application of this Board policy will follow the guidelines outlined in the Education Act, including relevant sections from Ontario Safe and Accepting Schools legislation and Ontario School Codes of Conduct.

The regulation establishes:

- a definition for Personal Electronic Devices (PEDs),
- expectations regarding acceptable and prohibited usage for students and staff,
- protocols for use, and
- procedures for the communication of these expectations.

1. Definition of Personal Electronic Devices (PEDs)

Personal Electronic Devices include, but are not limited to, laptops, Chromebooks, tablets, cellular phones, smartphones, portable audio players/recorders (iPods, MP3 players) handheld game consoles, watches, photo and/or audio devices (cameras, camcorders).

2. The use of personal mobile devices during instructional time is permitted under the following circumstances:

- for educational purposes, as directed by an educator,
- for health and medical purposes, and
- to support special education needs.

School boards have a duty under the Ontario Human Rights Code to provide appropriate accommodations to students and employees of the board, including educators. If a student or other person employed by the board requires the use of a personal mobile device as an accommodation under the Human Rights Code, school boards are obligated to allow such accommodation.

3. Each school principal will incorporate the stipulations of this administrative regulation and its associated procedures, including guidelines for acceptable PED usage and the associated consequences for misuse, in student, staff, parent/guardian, visitor and volunteer communications, such as the School Code of Conduct, school website, and via other available and appropriate means (e.g. school newsletters).

4. The Board acknowledges the potential for disruption to the instructional day, school operations, school and personal safety, and academic honesty represented by the unrestricted use of PEDs. PEDs are used for the following purposes:

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- 4.1 for instructional purposes by teaching staff;
 - 4.2 by the student as an educational resource or support for learning;
 - 4.3 when identified as an appropriate accommodation in student individual education plans (IEPs) or in the professional judgment of the student's special education team;
 - 4.4 at school-sanctioned events, performances and ceremonies, unless otherwise prohibited, or when being used for school or personal archival purposes, such as yearbook photographs, school trips and excursions. Photos taken under these circumstances are not to be posted on the Internet (e.g. social media, YouTube, Facebook), in the public domain or via any other medium accessible to the public, in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
 - 4.5 by students, in accordance with the Agreement for the Safe and Acceptable Use of the Kawartha Pine Ridge Network and the Internet, and without distracting others in areas sanctioned by the local principal or designate (e.g. hallways and cafeterias during recesses, lunches, class-change breaks or during student spare periods);
 - 4.6 when authorized by the principal or designate on an individual basis when extenuating circumstances warrant the limited, time-specific use of a PED; and
 - 4.7 by school administration and other Board designated staff, including Student Transportation Services of Central Ontario (STSCO), to fulfill their professional duties.
5. Principals will communicate the expectations for PED usage that parents and guardians are to follow in the event of a school or personal emergency, such as lockdown or bomb threats.
 6. The use of PEDs are strictly prohibited when:
 - 6.1 they compromise the academic integrity of the school or individuals within the school;
 - 6.2 the academic day or the teaching-learning environment is interfered with or disrupted;

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- 6.3 a person's reasonable expectation of privacy is violated (e.g. washrooms, changeroom);
- 6.4 personal and/or school safety is compromised (e.g. use of a PED in construction technology classes);
- 6.5 they facilitate the commission of a crime; and
- 6.6 the principal deems PEDs as compromising or interfering with school security, personal safety, individual privacy or academic integrity or is otherwise in contravention of School Codes of Conduct, Ontario Safe and Accepting Schools legislation, and Board Policy No. ES-1.1, Safe, Caring and Restorative Schools (e.g. cyberbullying, text messaging, filming and posting of fights on websites, such as social media, YouTube, Facebook, etc.).
7. Consequences for inappropriate or prohibited use of PEDs will be determined by the principal or designate, based on the severity of the infraction. Appropriate consequences will follow progressive discipline guidelines, Ontario Safe and Accepting Schools legislation, School Codes of Conduct, and Board Policy No. ES-1.1, Safe, Caring and Restorative Schools.
- 7.1 In the case of repeated and ongoing inappropriate use of PEDs, teachers may direct students to turn in their PED to the principal or designate. The device will be returned to the student or parent/guardian, at a mutually agreed upon time.
- 7.2 For serious infractions, a student's privilege to have a personal electronic device (PED) at school may be removed in certain circumstances, based on the principal's professional judgment.
- 7.3 Where the use of the PED is of a criminal nature, it may become necessary to confiscate a personal electronic device that has been used to facilitate the commission of a crime or other illegal activity. All items confiscated under these circumstances will be turned over to police in accordance with Board/police protocols and current legislation.