



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	Special Programs Administration	October 15, 2007
POLICY NAME:	Cell Phones, Audio, Video, Photographic and Other Telecommunications Devices	LAST REVISED:
POLICY NUMBER:	R.GSA.F.4	November 5, 2007

1. DEFINITION

The category of devices to which this policy applies, referred to as Personal Electronic Devices (PED), is understood to include cell phones, video/camera cell phones, PDAs (Personal Digital Assistants i.e. digital organizers such as Palm Pilots), wireless PDA/ telecommunications, other devices such as the Blackberry, pagers, any camera or video camera, digital and conventional sound recording devices (digital voice recorders, I-Pods, Dictaphones, etc.), personal entertainment devices such as CD/DVD MP3 players, miniature T.V.s, eavesdropping or listening devices and the like. It is also understood to include newly developed devices employing any form of technology that provides any device with similar image taking, eavesdropping/listening and communications capabilities.

2. SCOPE

2.1 This policy applies to Board employees, students, parents/guardians, volunteers, employees of contracted service providers and visitors when attending at any Board site, or at any Board or school sponsored activity.

2.2 This policy does not apply:

2.2.1 to the authorized use of photographic/video and audio recording of school events including but not limited to graduation, theatrical productions, sports, athletic or other similar events as determined and approved by the principal;

2.2.2 to authorized use of photographic/video and audio recording for educational, instructional and/or research purposes as approved by the Board or the school principal.

3. STATEMENT OF BELIEFS

The Wellington Catholic District School Board;

- 3.1 acknowledges that the regulated use of some personal electronic devices in the school and community by staff and students may contribute to the safety and security of the person;
- 3.2 recognizes that openness to and the educated use of new and future technologies promotes adaptive and constructive uses of technology by students;
- 3.3 respects the dignity of the human person and the potential for invasion of personal privacy made possible by the inappropriate use of personal electronic devices;
- 3.4 believes the unregulated use of personal electronic devices may pose a risk to personal safety of students, staff and visitors and may facilitate inappropriate/illegal activity
- 3.5 acknowledges the potential for disruption to classroom instruction, and the potential interference in the day to day and emergency operations of the school, that can result from

- the unrestricted use of personal electronic devices by students, staff, parents/guardians, employees of contracted service providers, volunteers and visitors.
- 3.6 believes that the preservation of academic integrity and security requires the regulation of the use of personal electronic devices.
- 3.7 considers the regulation of use of personal electronic devices by employees necessary for the proper administration of business and personal data held by the Board.

4. PROCEDURES

- 4.1 Schools will incorporate into the local Safe School Code of Student Conduct the stipulations of this policy and associated procedures.
- 4.2 The application of student discipline for infractions under this policy will be progressive except for those instances which are judged by the Principal:
- 4.2.1 a) as posing a physical risk to an individual or to the school population;
- 4.2.2 b) to be a serious (i.e. humiliating) invasion of personal privacy; or
- 4.2.3 c) as damaging to the academic and moral operation of the school.

Details concerning the application of student discipline in this area will be included in procedures associated with this policy.

5. CONDITIONS UNDER WHICH PERSONAL ELECTRONIC DEVICES MAY BE CARRIED ON BOARD PREMISES

- 5.1 The Principal or designate may authorize use of cell phones, pagers, video/camera phones, cameras and recording devices on the school site.
- 5.2 Anyone carrying a personal electronic device on to Board premises will comply with all the requirements of this policy and any associated procedures.
- 5.3 Cell phones and other personal electronic devices must be turned off during class time. Cell phones and other personal electronic devices may not be operated/used in any scheduled class.
- 5.4 Cell phones, pagers, video/camera phones, cameras and recording devices are valuable electronic devices for which individual students, visitors, contracted service providers, staff and volunteers are responsible. When carried on to Board premises, the secure storage of these devices is the sole responsibility of the owner/user. The Board assumes no responsibility for the safety and security, loss, recovery, repair or replacement of these devices. If a student violates the policy, the electronic device may be confiscated and returned to the parent/guardian (or student 18 years or older) after the instructional day or as appropriate.
- 5.5 In the event of an emergency, lockdown, or evacuation the Principal will provide instruction to the school community pertaining to the acceptable use of PEDs in the particular emergency conditions.

6. UNAUTHORIZED USE OF PERSONAL ELECTRONIC DEVICES

- 6.1 The use of any personal electronic device in a manner that violates a person's reasonable expectation of privacy including but not limited to the use in change rooms, washrooms, academic examination rooms or private conferencing locations, or violates the protection of privacy provisions of individuals under the Municipal Freedom of Information and Protection of Privacy Act, is strictly prohibited and may be subject to discipline up to and including expulsion, dismissal, exclusion from Board premises and/or the involvement of the Guelph Police Service or Wellington County Provincial Police as appropriate.
- 6.2 The use of the camera feature or audio recording feature on any electronic device is strictly prohibited on Board property and at Board related events.
- 6.3 The electronic transmission or posting of photographic images of a person or persons on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed, the principal or designate, and where the student is below the age of 18, the consent of the parent/guardian.

- 6.4 The use of any personal electronic device in a manner that interferes with or disrupts any form of academic instruction (teaching-learning activity) in any classroom or other instructional space is strictly prohibited and may be subject to discipline up to and including termination of employment, suspension, expulsion or exclusion from the Board premises as appropriate.
- 6.5 Personal electronic devices shall not be permitted by students in all test and examination rooms. The communication of test or examination contents, the marks or grades assigned to students resulting from evaluation or the actual contents (or part thereof) of any evaluation activity being completed by any individual(s) are factors affecting the severity of the disciplinary response.
- 6.6 Board employees, volunteers, etc., are not permitted to use cell phones, pagers (to send or receive calls or text messages), video/camera phones for personal or professional use in any classroom or instructional space during assigned classes, instructional or supervision time without the expressed consent of the Principal.
- 6.7 The unauthorized use of any personal electronic device to record and/or transmit any information or data used in the conducting of Board business operations is strictly prohibited and may result in the termination of contracts, civil litigation, discipline up to and including expulsion, dismissal from employment and/or the involvement of the Police Service or Wellington County Provincial Police as appropriate.
- 6.8 The use of any personal electronic device in a manner that facilitates the commission of a crime under federal, provincial and/or municipal statutes is strictly prohibited and may be subject to discipline up to and including expulsion, dismissal, exclusion from Board premises and/or the involvement of the Guelph Police Service or Wellington County Provincial Police as appropriate.