



Administrative Procedure 2140

Use of Personal Mobile Devices by Employees, Trustees, Parents, Volunteers, and Visitors

Board Governance Policy Cross Reference: 1, 12, 13, 14

Administrative Procedures Cross Reference:

Use of Personal Mobile Devices by Students

Information and Communication Technologies (ICT) Use by Students

Information and Communication Technologies (ICT) Use by Staff

Form Cross Reference:

Legal/Regulatory Reference:

The Freedom of Information and Protection of Privacy Act

Date Adopted: June 2010

Amended: May 2019, November 2024

The Brandon School Division accepts responsibility to foster and maintain a safe and respectful school environment for its students, staff, and community. There is a collective responsibility to ensure that classrooms and schools are environments that minimize interruptions and distractions to support student engagement in learning.

The Division accepts its responsibility to implement effective measures during the school day by setting healthy boundaries. These measures are designed to protect student learning time and teachers' instructional time, and minimize the potentially harmful impacts of technologies, social media, and online platforms.

The Division recognizes its social responsibility to provide for appropriate etiquette/guidelines for the use of Personal Mobile Devices (PMDs) by employees, trustees, parents, volunteers, and visitors within the Division facilities and on Division property.

Definitions

1. Educational Use

Administrators or teachers may permit the use of Personal Mobile Devices (PMDs) for specific learning activities. These activities should be planned and structured to enhance learning outcomes.

2. **Instructional Time**

Instructional time includes time scheduled for the purposes of instruction and other activities for children or students where direct child/student – teacher interaction and supervision are maintained. Examples include, but are not limited to:

- In class instruction and activities
- Assemblies
- Talks or presentations from a guest speaker
- Field trips

A principal has discretion to determine instructional time.

3. **Personal Mobile Device (PMD)**

Any personal electronic device that can be used to communicate with or access the internet, such as but not limited to cellphones, tablets, laptops, gaming devices or smartwatches. This also may include devices capable of communicating with a PMD (e.g. Bluetooth devices) such as but not limited to, headphones or earbuds.

Employee, Trustee, Parent, Volunteer, and Visitor Responsibility in a K-12 Environment

- PMDs are not permitted to be used inside the classroom at any time without permission from a teacher or administrator for an educational use, and/or unless an exception is allowed, as outlined below in Exceptions.
- PMDs should be out of sight and in silent mode or powered off upon entering the classroom.
- PMDs are not permitted to be used in bathrooms or changing rooms under any circumstances.
- Student PMDs are not permitted to be used during a test or in an exam setting, unless students have been given explicit permission by the teacher or supervisor administering the test or exam to do so in order to accommodate an identified educational need. PMDs collected from students by teachers or administrators during a test or exam must be securely stored.
- Employees, trustees, parents, volunteers, and visitors may not access social media on school networks or on school devices.
- PMDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner or user. Brandon School Division assumes no responsibility for the safety, security, loss, repair or replacement of PMDs.

- A principal may choose to limit spaces in the building where PMD use is permitted during a break or a spare, based on the school community's context.
- PMD use by Division non-instructional staff and other agencies (e.g. Brandon Police Service) in the normal performance of their operational duties is authorized by the Superintendent/CEO or designate.

Exceptions

- Staff with a Health Plan that identifies the need for PMD use due to a documented medical condition may be granted exceptions on a case-by-case basis.

Digital Recording Devices

The Brandon School Division recognizes that technology may contribute positively in a number of ways to the school climate; examples include school publications such as newsletters and yearbooks. Use of a PMD equipped with a digital camera or use of a digital camera to record video, still shots or sound may only be done with the expressed permission of a supervising staff member and with full advance knowledge and permission of any individual or group being recorded. Sharing, distribution, broadcasting or posting to the Internet must comply with Administrative Procedure 2050 - Information and Communication Technologies (ICT) Use by Staff, Administrative Procedure 2055 - Information and Communication Technologies (ICT) Use by Students, as well as The Freedom of Information and Protection of Privacy Act (FIPPA). The expressed permission of the school principal is required. Recordings made secretly and/or used maliciously will result in disciplinary action and may include police involvement.

Use of Other Electronic Devices

Schools are authorized to set general limitations on possession and use of other non-communication electronic devices