



Administrative Procedure 6080

Use of Personal Mobile Devices by Students

Board Governance Policy Cross Reference: 1, 12, 13

Administrative Procedures Cross Reference:

Student Code of Conduct

Information and Communication Technologies (ICT) Use by Students

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

Form Cross Reference:

Legal/Regulatory Reference:

The Freedom of Information and Protection of Privacy Act (FIPPA)

Date Adopted: July 2009

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.

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.

Student Responsibility in a K-8 Environment

- Student PMDs are not permitted to be used inside the school building 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.
- Students put away any PMDs they have brought to school upon entering the school and store the device(s) out of sight and in silent mode or powered off.
- If a student needs to contact a parent/guardian using a PMD during the school day, they must ask a teacher or go to the main office to seek permission to use their PMD.
- Students may not access social media on school networks or on school devices.
- Student 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 student PMDs.
- Student PMDs that are taken temporarily from students by teachers or administrators must be securely stored.

Student Responsibility in a 9-12 Environment

- Student 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.
- Students put away any PMDs they have brought to school upon entering the classroom and store the device(s) out of sight and in silent mode or powered off.
- If a student needs to contact a parent/guardian using a PMD during instructional time, they must ask a teacher or go to the main office to seek permission to use their PMD.
- Student 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.
- Students may not access social media on school networks or on school devices.
- Student 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 student PMDs.
- Student PMDs that are taken temporarily from students by teachers or administrators must be securely stored.
- A high school 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.

Exceptions

- Students with Individual Program Plans that specifically allow for PMD use as an adaptation may be granted exceptions on a case-by-case basis.
- Students with a completed Student 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.
- Students who are working to acquire the English language (i.e. new to Canada) with a completed English Language Acquisition Plan may be permitted to use PMDs to support language translation on a case-by-case basis.

Parent/Guardian Responsibility

- Parents/guardians as partners with schools are expected to promote appropriate PMD use by students.
- Parents/guardians are expected to role model for their children and to reinforce acceptable use of PMDs during the school day.
- Parents/guardians are expected to support the school in their collective responsibility to limit distractions and harmful impacts of online platforms and PMDs during the school day.

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 the 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.

Inappropriate Use of Electronic Communication Devices

The inappropriate use of any electronic communication devices in the school building will result in the administration of appropriate disciplinary action, as outlined in Administrative Procedure 2005 - Student Code of Conduct. Use of electronic communication devices or digital cameras during a test or evaluation will result in removal of the student from the evaluation and the evaluation will be considered invalid. Further disciplinary action may be taken in accordance with Administrative Procedure 2005 - Student Code of Conduct.

Use of other Electronic Devices

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