


Windsor-Essex Catholic District School Board



Section: Information Technology
ADMINISTRATIVE PROCEDURE
PR IT:01E PERSONAL ELECTRONIC DEVICES

NUMBER:	PR IT:01E
EFFECTIVE:	May 25, 2016
AMENDED:	Replaces H:17, H:18, SC:03
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2019-2020

1.0 OBJECTIVE

- 1.1 The Windsor-Essex Catholic District School Board (WECDSB) encourages the use of Personal Electronic Devices (PEDs) as learning tools under staff direction to enhance and support curriculum instruction.

2.0 DEFINITION

- 2.1 A personal electronic device (PED) refers to any device that an owner is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice/video and/or text communication or data. These include, but are not limited to, cellular phones, smart phones, music and media players, gaming devices, iPods, iPads, tablets, laptop computers and personal digital assistants.

3.0 PROCEDURE

- 3.1 Persons who possess a PED shall be solely responsible for its care.
- 3.2 The WECDSB is not responsible for loss, theft or damage to PEDs or any information stored on the device.
- 3.3 Any unauthorized use of a PED may result in disciplinary action including loss of use of the device.
- 3.4 The use of PEDs by students or staff in a manner that interferes with or disrupts any instructional activity is strictly prohibited.
- 3.5 Student use of PEDs shall be prohibited during instructional time unless a teacher directs students to use such devices for a specific educational task. The PED shall be concealed and silenced during instructional time unless directed otherwise by the teacher.
- 3.6 PEDs are NOT permitted in examination rooms unless permission has been granted.
- 3.7 Student use of PEDs is encouraged and allowed with permission from the individual school during non-instructional times during the school day such as lunch time and between classes, before and after the school day, and at extracurricular events.

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- 3.8 Student use of PEDs on school buses is subject to the safety guidelines established by the Transportation Department and bus driver.
- 3.9 The use of PEDs is a privilege, not a right and can be removed if it interferes with student learning or staff productivity.
- 3.10 A teacher may send a student to the office if a PED is used inappropriately during class time. The administrator may confiscate the device and store it securely until the matter is resolved.
- 3.11 Technical support will not be provided for any hardware, software or connectivity issues on PED's.
- 3.12 No Board owned software is to be installed on any PED unless proper licenses have been obtained and permission is granted by the I.T. department.
- 3.13 Students and Staff must have their PEDs in silent mode at all times during instructional time or in instructional areas.
- 3.14 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 years, the consent of the parent/guardian.
- 3.15 Staff should never contact students or parents from their personal mobile phone for school related business, or give their mobile phone number to students or parents. If a member of staff needs to make telephone contact with a parent, the school telephone should be used.
- 3.16 Students and staff should refrain from using their personal mobile phone during instructional time unless there is an emergency.
- 3.17 Students and Staff with a PED will only connect to the wireless School Board network and NOT the School Board's wired network, nor any other external wireless networks including those from the neighborhood that may be visible inside the school.
- 3.18 A PED should have the lock code, passcode, pin or password feature enabled to protect the device from unauthorized access in case of theft or loss of the device especially if the device contains Board or student information.
- 3.19 Staff and students shall use the Board's network with their PED for instructional / educational purposes and shall not download music, movies, torrents, inappropriate material or for 'hacking' purposes.
- 3.20 Policy IT:01 Acceptable Use of Information Technology Resources applies to all staff and students when using PEDs.

4.0 DISCIPLINARY CONSEQUENCES

- 4.1 In the event that a student violates this procedure, the student (and parent, where applicable) will be provided with a notice of violation and will meet with a school administrator / designate.
- 4.2 A school administrator / designate may deny, restrict or suspend a student or staff members access to the board's network upon any violation of this policy / procedure or other rules of the school. Appropriate legal authorities will be contacted if there is any suspicion of illegal activities.
- 4.3 The Board will cooperate fully with legal authorities in any investigation relating to illegal activities through the Board's system.