



Procedure Section: **School Administration**

300

Procedure Name: **Personal Mobile Devices**

322

PROCEDURE

Personal Mobile Devices

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Rationale

Pursuant to subsection 301(1) of the Education Act, “the Minister may establish a Code of Conduct governing the behaviour of all persons in schools” to promote responsible citizenship, safety, well-being, and a positive school environment. Further to this, school boards must develop and revise their own local codes of conduct to be, at minimum, consistent with the updated Provincial Code of Conduct.

KPDSB’s Code of Conduct outlines that all students, parents/guardians, teachers, and staff have the right to be safe, and feel safe in their school and community. With this right comes the responsibility to contribute to a positive school climate, to be law-abiding citizens, and to be accountable for actions that put at risk the safety of others or oneself.

All members of the school community must not use personal mobile devices during instructional time (time in the school day when students receive formal teaching, not including breaks or lunch), unless:

- directed by an educator for educational purposes, or
- the device is required for health and medical purposes, or
- the device is required to support special education needs.

This proactive measure is aimed at improving academic focus, promoting safety and security, fostering healthy habits, and preparing students for success in school and beyond.

Cross Reference:

Education Act 301(1)

PPM 128, The Provincial Code of Conduct

Policy 322, Code of Conduct

PPM 145, Progressive Discipline and Promoting Positive Student Behaviour

Date Adopted: 24/09/2024

Review by: 2028

For the purposes of this policy, a personal mobile device refers to any personal electronic device that can be used to communicate or to access the Internet, including but not limited to cellphones, tablets, laptops or smartwatches.

Expectations of Responsibility

Students

Students are responsible for their personal mobile device, how they use it and the consequences of not following the expectations on personal mobile device use.

The following are the minimum expectations of responsibility. Schools may outline and enforce more stringent expectations in their school Code of Conduct.

During instructional time, personal mobile devices belonging to students in Grades 9 - 12 must be stored out of class or in a designated space in the classroom, powered off or set to silent mode, except when their use is explicitly permitted by the educator under the circumstances outlined above.

Schools with students in Grades 7 and 8 have the discretion to exclude personal mobile devices from school. The school Code of Conduct will outline the school's expectations.

Students in grade 6 or below are not permitted to bring a mobile device to school.

Educators

If a Grade 9 - 12 educator sees a personal mobile device out during instructional time, they must require the device be handed in for the period and the device must be placed, by the student, in a storage area in a location in the classroom designated by the educator.

If an elementary educator sees a personal mobile device, they must require the device be handed in for the remainder of the school day in a location designated by the school.

The educator will contact the parent/guardian to advise the student has not complied with the Code of Conduct. Note that the school or educators who seize a device are not responsible for the device.

If the student does not hand in their personal mobile device when required, they will be sent to the Principal's office.

Teachers and staff will also model appropriate use of personal mobile devices. Educators are not to use personal mobile devices during instructional time, unless for emergencies or explicit instruction-related purposes.

Principals

Principals have discretion under PPM No. 145, Progressive discipline and promoting positive student behaviour, to consider a range of responses to address non-compliance including suspension.

Principals will ensure Policy 322, this procedure, and their school Code of Conduct are communicated to all school community members.

Superintendents

Superintendents will review the policy and procedure related to personal mobile devices, evaluate the effectiveness of the procedure, and make adjustments as needed. They will support schools to implement the procedure.

Best Practices on School and Classroom Management Related to Responsible Use of Technology

1. **School-wide Assembly:** At the beginning of the school year, schools should conduct a school-wide assembly to outline the expectations, restrictions and requirements for students' mobile devices use and the consequences for non-compliance.
2. **Digital Citizenship Learning:** Teachers will incorporate lessons on digital citizenship to help students understand their rights and responsibilities when using technology. Students need to understand online safety, privacy, copyright laws, and the importance of respectful communication online.
3. **Support Students to Use Technology as a Learning Tool:** Students are encouraged to use their KP-issued chromebooks as a tool for learning, when the teacher or learning opportunity permits this. Examples include research, note-taking, or accessing digital resources. These skills need to be explicitly taught.
4. **Addressing Addiction:** Students must be educated about the signs and consequences of cell phone addiction. They should understand the impact excessive screen time can have on

their physical and mental health, as well as their academic performance. School staff will connect students to resources, counseling, or other supports as needed.

Communication

Schools must provide an annual notification to parents and students reminding them of the restrictions and requirements for student personal mobile device use and the consequences for non-compliance.

Requests for Accommodations

If a caregiver, or student over the age of 18, wishes to make a request for an accommodation to use a personal mobile device for one of the following reasons they can request a copy of the electronic form, Request for Accommodations Form - Student Use of Personal Mobile Devices, from the main office at their child(s) school each year.

- the device is required for health and medical purposes, or
- the device is required to support special education needs as documented in their Individual Education Plan (IEP)

Requests will be reviewed. Completing and submitting the Request for Accommodations Form does not guarantee the approval of a request.