

Administrative Procedure 145

STUDENT USE OF ELECTRONIC DEVICES IN SCHOOLS

Background

The Division believes in an individual's right to privacy, the student's rights to an uninterrupted learning environment, and the teacher's duty to maintain a positive learning environment. With teacher approval, students are encouraged to use both Division computers and their own devices in the classroom to access and save information from the Internet, collaborate with others, and utilize the productivity tools available to them through their student Google Apps accounts (maintained by the Division) and other approved tools.

Procedures

1. The possession or use of electronic devices, both Division and personally owned, is a privilege and subject to restriction by the Principal.
2. The use of electronic devices in the locker rooms and washrooms is strictly prohibited.
3. When using electronic devices, whether school or personally owned, students are expected to:
 - 1.1 **Respect Yourself.**
 - 1.1.1 I will select online names that are appropriate.
 - 1.1.2 I will consider carefully what information, images and personal information I post online.
 - 1.2 **Protect Yourself.**
 - 1.2.1 I will protect my personal details, contact details and the schedule of my activities.
 - 1.2.2 I will report any attacks or inappropriate behavior directed at me and I will seek support.
 - 1.2.3 I will protect passwords, accounts and resources.
 - 1.3 **Respect Others.**
 - 1.3.1 I will respect others by not using electronic mediums to tease, bully, harass or gossip.
 - 1.3.2 I will show respect for other people in my choice of websites and not visit sites that are degrading, pornographic, racist or inappropriate.
 - 1.3.3 I will respect the privacy of others by not attempting to access their digital spaces or areas.

1.4 Protect Others.

- 1.4.1 I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, pornographic, racist or inappropriate.

1.5 Respect Intellectual Property.

- 1.5.1 I will suitably cite any and all use of websites, books, media etc.
- 1.5.2 I will validate information and acknowledge all primary and secondary sources.

1.6 Protect Intellectual Property.

- 1.6.1.1 I will use free and open source alternatives rather than pirating software.
- 1.6.1.2 I will purchase, license and register all commercial software and media.

4. Principals will develop procedures with clear expectations and consequences regarding inappropriate use of these devices.
5. The school procedures must be shared with students, staff and parents so that all stakeholders are informed.

Reference: Section 18, 20, 60, 61, 113 School Act