



Title: **STUDENT PERSONAL ELECTRONIC DEVICE (BYOD)**

Adopted: December 2020

Authority: PPM 128: The Provincial Code of Conduct and School Board Codes of Conduct

Related: Policy SHSM 002 Student Discipline
Policy SHSM 003 Code of Conduct
Policy SHSM 007 Digital Citizenship
Procedure St #1 Student Discipline

Purpose

The purpose of this procedure is to provide guidelines for the use of personal electronic devices by students during instructional time..

Background

1. Definition: For purposes of this procedure “Personal Electronic Devices” (PEDs) means privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to;
 - mobile communication systems and smart technologies
 - portable internet devices.
 - Personal Digital Assistants (PDAs).
 - hand held entertainment systems.
 - portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing
2. These PED technologies must be deemed by the principal or teachers to have a potential benefit to student learning in a safe academic or a respectful environment, aligned with school values and Ontario school curriculum expectations.

Guidelines

3. The responsibility to keep the device secure rests with the individual owner. BSA is not liable for any device stolen or damaged. If a device is lost, stolen or damaged, the issue

will be handled by the Principal or Vice-Principal in a process similar to that utilized for other personal artifacts.

4. It is recommended that skins (decals) and other custom touches are used to physically identify one device from others. Additionally, protective cases for technology are encouraged.
5. The use of personal device to provide educational material is not a necessity but a privilege. When abused, privileges may be taken away. When respected, they will benefit the learning environment as a whole.
6. Students are never required to bring in outside technology to school. All students will continue to be able to utilize school equipment.

Procedure

7. Students and parents/guardians participating in the PEDs program, must adhere to the Student Code of Conduct, as well as all Board policies, Student Acceptable Use of Technology policy, Student Discipline and Code of Conduct.
8. Each student must take full responsibility for his or her PED and keeps it with himself or herself at all times. The school is not responsible for the security of the PED.
9. A PED will not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
10. A PED will not be used to record, transmit or post photographic images or video of a person, or persons during school activities and/or hours.
11. During instruction students may access only files on the computer or internet sites which are relevant to the classroom curriculum.
12. Students must comply with any teacher request to shut down the device or close the screen.
13. The school's network filters will be applied to each student's connection to the internet and students must not attempt to bypass these filters.
14. Bringing on premises or infecting the network intentionally with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information will result in disciplinary actions.
15. Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies will result in disciplinary actions.
16. The Principal has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.

17. Printing from a PED may not be possible at school.
18. A PED is required to be charged prior to bringing it to school and runs off its own battery while at school.

Consequences

19. Upon a first offence, the student will be reminded of these Personal Electronic Devices requirements, asked to turn off the device, and put it out of sight;
20. Upon a second offence, the device will be confiscated by staff. The student or his/her parent or guardian will pick up the device at the end of the school day.
21. Upon further offences, the student will lose the privilege of bringing a personally owned electronic device to school for a period of time.
22. Students may also be subject to other disciplinary consequences as deemed necessary by the Principal based on the circumstances surrounding the offence. The Parent/Guardian and student will be notified of this loss of privilege in writing