



ICT: Cell Phone Use Administrative Procedure 1.A.101

1.0 School Administration
1.A. Foundations

Board Governance Policy Cross Reference:

Policy Cross Reference: 2, 3, 16

Administrative Procedure Cross Reference: 1.A.30 Code of Conduct, 1.A.102 ICT: Cyberbullying, 1.A.103 ICT: General Use, 1.A.105 ICT: Social Media, 8.92 Harassment Prevention

Date Adopted: November 2016

Date Amended: September 2019, October 2024

Evergreen School Division students have the right to learn in environments with limited distractions and where the potentially harmful impacts of online platforms and cell phone use are minimized.

Unauthorized use of devices disrupts the instructional program and distracts from the learning environment.

Schools may require devices be left in lockers or other designated phone storage spots.

Electronic devices are one of the many learning tools used by students and teachers. Evergreen School Division supports the responsible and age-appropriate use of electronic devices when they enhance and support learning.

Electronic devices include computers, tablets, electronic readers, mobile phones, cell phones, smartphones cell phones and/or other web-enabled devices, including earbuds and smartwatches.

This procedure is applicable to both ESD devices and user owned devices.

This procedure applies to both staff and students, over the school day, including school-sponsored events, e.g., intramurals, extracurricular activities, and field trips.

For All Students:

In many courses and classrooms, there will be learning opportunities that incorporate the use of devices, both personal devices and ESD devices. Teachers will invite students to use devices for educational purposes when it is appropriate to do so. Unauthorized use of devices disrupts the instructional program and distracts from the learning environment. When not in use, devices should be stored in a safe, secure location. Schools may require devices be left in lockers or other designated phone storage spots.

Appropriate exceptions will apply on a case-by-case basis to support medical and diverse learning needs for students with specific plans.

At ESD Early/ Middle Schools:

- students will not use cell phones at school during school hours, inclusive of breaks and lunch. This includes 'earbuds' and smartwatches.
- students are to report to school office if they need to contact parent(s)/guardian(s).
- each year parents are to be reminded that as students are not to have their phones on in class, they will be unable to respond to calls/texts and should not expect an immediate response. If it is an emergency, parents should contact the school office.

At ESD High Schools:

- Grade 9-12: students will not use cell phones during class. Schools may permit cell phone use during break/ lunch, as well as for educational purposes when directed by classroom teachers.
- These restrictions include 'earbuds' and smartwatches.
- Appropriate exceptions will apply on a case-by-case basis to support medical and diverse learning needs for students with specific plans.
- During school hours/when in class, devices are not to be in view or turned on without the prior permission of the teacher/school.
- personal use of devices may occur on school property before and after school and during breaks.
- If staff become aware of inappropriate activity, disciplinary action may be taken.
- Each year parents are to be reminded that as students are not to have their phones on in class, they will be unable to respond to calls/texts and should not expect an immediate response. If it is an emergency, parents should contact the school office.

Cell phones, including texting are not to be used during a school emergency for safety reasons. See **Procedure 8.22 Lockdown**.

For All Staff:

Staff may bring personal devices to school. When engaged in the supervision of students, devices are not to be in view or turned on. It is expected and understood that school and division staff with division-issued cell phones may attend to work-related matters on these devices while in schools, but efforts should be made to minimize such activity in the presence of students.

Personal use of devices may occur on school property before the beginning of the workday, at the end of the workday and during duty-free breaks.

When in need of technology for teaching/learning related purposes during the instructional day, staff are asked to use Division owned devices and not their personal devices.

This also applies to **picture taking**.

- If using a Division device is not possible, any pictures taken should be downloaded as soon as is possible onto a Division device.

- Teachers are not to store student photos/videos on their personal devices.
- Pictures cannot be posted without permission from a parent/guardian; parents sign a release on the **Student Registration Form** when they register and verify this information each fall.
- If a student photo/video is being posted outside of school media accounts, additional parental permission needs to be obtained.
- Teachers/schools are responsible for editing student images on Division owned devices at the end of each school year. A limited number of photos may be kept for future use; decision to keep more and where needs to be made in consultation with school admin.

Note:

- *Intellectual property developed by the teacher for use with students is the property of the Division.*
- *Any unauthorized copying of proprietary material, including but not restricted to computer files, video tapes, and software may place the Division in breach of copyright laws, and is strictly prohibited.*
- See **Procedure 2.A.85 Conflict of Interest.**

School/work related social media involvement is only allowed on Division purchased platforms (example: Edsby) or on Division approved platforms (example: Twitter).

- the Division will only approve use of social medium platforms where transcripts of each conversation are made.
- transcripts need to be maintained and not erased.
- school/work related individual communication with students, parents and other staff should be done through those platforms or through Division issued email accounts.
- if an employee chooses to communicate with students online, “office hours” and time limits need to be established and adhered to.
- see **Procedure 1.A.105 ICT: Social Media.**

Texting/Messaging

- cellular and wireless communications, including calls, text messages, instant messages sent from personal devices, may not be secure.
- texting is not an acceptable form of communication for communicating with students and parents, unless there is an **emergent need.**
- *Examples:*
 - during an off – site trip, out of province trip;
 - at a weekend sports tournament;
 - as outlined in a student’s IEP/ BIP;
 - a student getting injured during an off-site field trip and parents needing to be contacted.
- if a staff member must share their personal cell phone number, it is important that specific parameters be established for use and that after that period of time, it is not to

be used.

- staff members should also make use of call number blocking, as available.
- texting between employees is an acceptable form of communication; however, discretion should be used in relaying confidential information, particularly as it relates to students.

For Bus Drivers:

- Bus drivers are not permitted to use or view a device while on route/operating a school bus for any reason.
- Any bus driver who determines it is necessary to make a telephone call while on route/operating a school bus shall pull into a safe spot and stop, prior to making the call.
- No hands-free devices may be used.
- Personal calls are not permitted during assigned hours.
- All calls made or received are to be related to the operation of the bus, supervision of students, or concerning a route.
- While on route/operating a school bus, bus drivers are also supervisors of the students on the bus.

For Students and Staff:

Evergreen School Division and its schools are not responsible for following up on or investigating reports of loss or theft of personal cell phones or other electronic devices. Students and staff who bring cell phones and other personal electronic devices to school do so at their own risk.

The use of personal devices must be consistent with all Division policies and procedures. This procedure is closely linked to **1.A.105 ICT: Social Media**.

Special attention should also be given to:

- **1.A.30 Code of Conduct**
- **8.92 Harassment Prevention**
- **1.A.102 ICT: Cyberbullying**
- **1.A.103 ICT: General Use**

Use must also comply with the *Public Schools Act*, *Workplace Safety and Health Act*, *Manitoba's Human Rights Code*, professional standards of conduct, Privacy legislation and other applicable legislation/laws.

Students and staff will be held accountable for their actions. Failure to comply with these terms and conditions may result in temporary confiscation of device, disciplinary action and/or legal action.