



INFORMATION & TECHNOLOGY MANAGEMENT 8 – Personal Electronic Devices

Date: Jan. 15, 2009 Revised: Mar. 23, 2011 Responsible Administrator: Director, Curriculum and Instruction

1.0 RATIONALE

The responsible use of contemporary, personally owned information and communication devices for instructional purposes can support the learning process.

2.0 PROCESS

The Director, Curriculum and Instruction, will be responsible for administering this Administrative Practice.

3.0 GUIDELINES

- 3.1 The principal shall establish policy and guidelines to ensure the responsible use of personally owned electronic devices for instructional purposes within the school environment.
- 3.2 The principal shall submit a copy of the school policy and guidelines to the Superintendent.
- 3.3 The principal shall publish annually the school's policy and guidelines in the student handbook as part of a program to teach the practices of responsible digital citizenship.
- 3.4 The school's policy and guidelines may make provision for consequences for failure to practice responsible use of personally owned electronic devices. This may include, but is not limited to, temporary confiscation, loss of network privileges, recommendation for withdrawal from a course, suspension, financial liability for damages, or legal action.

References: *Board Policy: F/I/14 Information and Communication Technology
E/III/6 Supporting the Growth and Development of Staff
D/1/3 Security of Personal and Division Information*
*Admin Practices: Information and Technology Management #: 1, 2, 4, 6, 7, 9, 10, 11
Information and Technology Management Exhibit: 1 & 2*