



Rationale

Personal Electronic Devices (PEDs) have the potential for positive communication and enhanced student learning. Along with these benefits come associated risks and concerns. The use of a PED should in no way interfere with the safety, security and privacy of students and/or staff. In addition, the use of PEDs should not interfere in any way with student learning and school operations. The unregulated use of PEDs may facilitate illegal and/or unethical activities in the school environment. Thus, the use of PEDs and school-based technology needs to be regulated by the school.

The use of school-based technology and PEDs in a school is a privilege, not a right. This privilege may be revoked when it is shown to have been wilfully abused.

Policy

To promote respect for the dignity of all members of our school community and to enhance student achievement and safety, the use of a PED is strictly prohibited in the school or during school related activities (such as retreats, field trips, sport events, etc.) except as expressly permitted under this Policy.

A PED may only be used on school premises or during school-sanctioned activities under the following circumstances:

- If the Principal (or designate) authorizes an individual to use a PED on the school premises or during a school-sanctioned activity for a specific purpose or,
- If the Principal provides specific instruction to the school community pertaining to a limited acceptable use of PEDs in extraordinary circumstances including emergencies such as evacuation, lockdown, heightened risk, or other circumstances.

Procedure

Failure to comply with this policy may result in the confiscation of the PED and/or disciplinary action. The school assumes no responsibility for the loss, recovery, repair or replacement of any PED brought onto school property.

PEDs are to be kept out-of-sight, turned off and not used on school property or during school-sanctioned events, unless the Principal or designate has permitted its' use. To prevent the loss or damage of PEDs, the school encourages students to leave their PEDs at home.

The first time a student uses a PED contrary to this Policy, the PED will be taken away from the student and turned in to the school office. The PED will only be returned to the student's parent or guardian.

The second time a student uses a PED contrary to this Policy, it will be taken away from the student and turned in to the school office. The PED will not be returned to the student's parent or guardian until the end of the current term.

Rules

A. Rules for the use of both PEDs and School-based Technology:

1. All individuals are expected to use PEDs and school-based technology in a courteous, respectful, and otherwise appropriate manner consistent with school and CISVA policies, and the guidelines and expectations outlined in the school code of conduct.



2. The electronic transmission or posting of digital content relating to staff or students, either through the use of school-issued PEDs, school-based technology or personal PEDs while on school property, is prohibited without the express permission of the person or persons involved. In cases where a student is below the age of 19, the consent of the parent/guardian is required.
3. Prohibited uses of PEDs and school-based technology include, but are not limited to, the use of PEDs or school-based technology that:
 - a) Compromises the academic integrity of the school or an individual within the school.
 - b) Interferes with or disrupts the academic day or the teaching/learning environment.
 - c) Violates a person's reasonable expectation of privacy (including, but not limited to, taking, distributing, or posting photos of other persons without their consent).
 - d) Compromises personal and/or school safety (including, but not limited to, cyber bullying, and posting information about themselves or others that may put them at risk).
 - e) Facilitates illegal and/or unethical activities, including but not limited to:
 - i. transmitting materials in violation of Canadian laws;
 - ii. receiving, viewing, duplicating, storing, or transmitting pornographic materials;
 - iii. transmitting or posting threatening, abusive, or obscene messages or materials;
 - iv. duplicating, storing, or transmitting any material that contravenes the Copyright Act;
 - v. installing or reproducing unauthorized or unlicensed software;
 - vi. sending, linking to, or otherwise making available material likely to be offensive, objectionable, or pertaining to criminal skills or activities with a criminal application and intent.
 - vii. utilizing applications to facilitate the downloading or exchange of music, movies, games or other materials in contravention of the Copyright Act;
 - viii. forging any document or message; obscuring the origin of any message, transmission, or file;
 - ix. using programs that harass users, prevent access, investigate, or infiltrate computer systems /or software components;
 - x. promoting commercial uses or product advertising; and
 - xi. participating in online gambling sites.
4. The RCAV, CISVA and school will not be held responsible for any damage that may occur to a PED as a result of connecting to any school-based technology or any electrical power source.
5. The parents and/or guardians of any student bringing PEDs to school are responsible for and will reimburse the school for any damage that their child may cause through the use of school-based technology with his/her PED.

B. Rules for the use of School-based Technology:

1. Users are responsible for their own individual account and must take all reasonable precautions to prevent others from being able to use their account. Users shall change their password, seeking assistance from a staff member if necessary, if they believe that others may know of their password.
2. Users will not attempt to gain unauthorized access or go beyond their authorized access by entering another person's account password, accessing another person's files, or 'hacking' into any unauthorized accounts.
3. School-owned or leased electronic devices are not permitted to be taken out of the school building unless the internet capabilities of the device are disabled or appropriately filtered.



Rules for the use of School-based Technology con't:

4. Users shall not intentionally disrupt, or attempt to disrupt, school-based technology or any other computer system, or destroy data by spreading computer viruses or by any other means.
5. Users shall not disable or otherwise interfere with or modify the virus scanning, security or network settings installed in any school-based technology that is used.
6. Users shall immediately notify a teacher upon discovery of a possible security problem.
7. Users shall not download or attempt to run or store any app and/or program file not authorized by the school.
8. Students shall not attempt to install any software applications. All software is to be installed and configured by school staff.
9. Users shall not take actions that place an excessive load on the School's network as to restrict or inhibit other Users from using school-based technology or impacting the efficiency of the network.
10. Each school must maintain an active filter system and/or other technologies that attempt to block a User's access to Internet material that is obscene, pornographic, inappropriate, (including non-age appropriate), or potentially harmful to minors, is not related to school business, or otherwise violates any school rules.

Definitions

Account means the User ID and Password assigned to an individual for access to a school computer and/or network resource, which may include a third party service provider utilized by the school for educational purposes.

Filter means a specific technology that blocks or filters access to specific Internet resources, including those that that are:

1. Illegal;
2. Obscene;
3. Harmful to minors; or
4. Unrelated to the school's educational mission

Personal Electronic Devices (PEDs) are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging Mobile Communication Systems and Smart Technologies and any other convergent communication technologies that do any number of functions.

PEDs also include any current or emerging wireless handheld technologies or portable IT systems that can be used for the purpose of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

PEDs include, but are not limited to, laptops, phones, tablet computers, wearable technology such as glasses or watches, and cameras.

School-based Technology: means all CISVA school-based networks, including, but not limited to, school servers, school computers, school software, school printers, online services provided by the school, and networks (wired or wireless), which connect all of the above to the Internet.



User means any individual who uses, logs in, attempts to use, or attempts to log into School-Based Technology (by direct connection or across one or more wired or wireless networks) or who attempts to connect to or traverse school-based technology or who uses hardware or software belonging to a school. The term User includes any CISVA staff, students, parents and volunteers who attempts to use school-based technology.

Reference: CISVA Policy 430 – Personal Electronic Devices	Approved: St. Joseph's Parish Education Committee
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