

# PERSONAL COMMUNICATION AND RECORDING DEVICES

## Background

Modern communication and recording devices include, but are not limited to, such items as smart phones, iPods, video camcorders, laptops and MP3 players. These devices may add significantly to students' ability to communicate with others and/or to record information and events. It is acknowledged that these devices may contribute to an enriched educational environment and provide exciting enhancements to the educational experiences of students; however, these devices, when misused, can also create significant detrimental disruptions to classroom proceedings, violate personal privacy, facilitate academic dishonesty, and detract from the safe and caring atmosphere established by the school.

## Procedures

1. All Northern Lights School Division No. 69 (NLSD) schools shall establish policies which reflect the regulations of this administrative procedure. Each school's policies shall be communicated to the parents and students of that school.
2. Students shall refrain from using cell phones in the classroom. Receiving or initiating phone calls or text messages; or, using technologies with integrated sound/video recording devices, for personal use or entertainment, is not permitted. Ringing or vibrating cell phones are notable disruptions to learning in the classroom. Classrooms are equipped with telephones and serious emergency calls from parents will be routed through the school system, or students will be called to the office to take the call.
3. Any technology that facilitates the recording of sound, pictures, or moving images is expressly forbidden in washrooms, physical education change rooms, or any other place where individuals may be in a state of partial dress.
4. Any devices capable of storing information are not permitted in a testing area unless expressly indicated by the teacher, and, in the case of provincial examinations, approved for use by Alberta Education (e.g. graphing calculators used for math; CDs/CD players that have been approved as special education accommodations). It is the responsibility of students in possession of these devices to declare them in advance of any test administration, or face questions of academic dishonesty.
5. The use of devices capable of recording and uploading images to the Internet, which violate the privacy of an individual, or which humiliate and/or intimidate an individual; or, which are injurious to the moral tone of the school, is not permitted. Individuals uploading still/video images and/or sound to the Internet are deemed wholly responsible for such content. Complaints will be dealt with under the authority of the Student Code of Conduct. (Administrative Procedure 350, or other applicable procedures.) Serious or criminal violations will be referred to legal authorities as appropriate and necessary. Student misuse of personal communication and recording devices may result in these devices being confiscated for the remainder of the school year.

6. Students have rights and responsibilities associated with any form of communication or interaction, online or offline. Although cyberspace seems impersonal, students are still responsible for treating others with respect and decency. Any content deemed harmful, threatening, abusive, harassing, vulgar, obscene, hateful or racially, ethnically, or otherwise objectionable is prohibited. Infractions will be considered student misconduct.

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