



Administrative Procedure 141

APPROPRIATE USE OF PERSONAL TECHNOLOGY

Background

Modern communication and recording devices include, but are not limited to, such items as smart phones, Ipods, video camcorders, laptops, wearable technology 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 Public Schools 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 and instructional staff shall refrain from using any technology for personal use during assigned time. 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. Use of the recording of sound, pictures, or moving images is expressly forbidden in washrooms, physical education change rooms, any other place where individuals may be in a state of partial dress, or have an expectation of privacy.
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; technology that has been approved as inclusive 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, are 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 and returned to their parent or guardian.

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.
7. Staff are expected to refrain from the use of personal communication devices during assigned time. Personal communication devices may be used as an instructional tool, or in emergency situations.
8. Many staff have work emails or communication apps on their personal devices. NLPS expects that staff have a right to disconnect from electronic communication. Although there are times of the year that are busier than others such as report card submission and parent teacher interviews, NLPS generally expects that a staff member's personal time is their own. Staff should respond to colleagues, administration or parents at their earliest convenience. This response should occur during a reasonable work day, unless there is an emergent issue.
9. NLPS believes that students should be taught digital citizenship skills in all courses where opportunity exists. Staff should model the appropriate use of personal technology.
10. NLPS staff should remain cognizant of legal parameters of search and seizure when dealing with students personal communication devices. Staff should refrain from putting themselves in precarious positions by viewing unneeded content on student's personal communication devices.
11. Staff need to comply with all regulations regarding FOIP in dealing with their own personal communication devices.

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