

Policy Manual – Administration

A.12 Personal Mobile Devices (PMDs)

POLICY STATEMENT

The Hamilton-Wentworth Catholic District School Board (Board) fosters a school environment that is conducive to learning and teaching, including by ensuring that personal mobile devices (e.g., cellphones, tablets etc.) are only used during instructional time for educational purposes (as directed by an educator), for health and medical purposes and/or to support students with special education needs.

The use of PMDs is in accordance with all related Board Policies and legislation, the Provincial Code of Conduct and respects the privacy, safety and well-being of all individuals. As a Catholic learning community, we accept the responsibility of conducting ourselves in a manner consistent with the Mission and Vision of Catholic Education and the teachings of the Catholic Church.

Purpose

This policy outlines the acceptable use of PMDs that include, but are not limited to, mobile phones, laptops, personal electronic audio, video, and photographic and telecommunications devices on all Board properties and Board/school sponsored events. It also includes any emerging technology that provides a device with image taking, recording and communication capabilities. The use of PMDs is also bound by the Board's *A.11 Internet and Technology - Acceptable Use for Employees* policy and the *S15 - Internet and Technology - Acceptable Use for Students* policy.

While personal mobile devices offer both employees and learners alike many opportunities for ease of communication, collaboration, etc. and can be a natural part of the learning, teaching and working environment, there are also implications related to safety, privacy and the inappropriate use of such devices. It is therefore important to monitor the use of these devices to ensure the safety of the teaching/learning/working environment for Board staff and students.

This policy applies to Board employees, students, parents/guardians, volunteers, employees of contracted service providers and visitors when attending at any Board site or school sponsored activity. The following principles apply:

- The use of PMDs is governed by the Education Act, the Provincial Code of Conduct and all other Municipal, Provincial and Federal Legislations, as well as the policy of the Board;
- The preservation of academic integrity and security requires the regulation of the use of personal electronic devices;
- The Board assumes no responsibility for the safety and security, loss, recovery, repair or replacement of personally owned PMDs. The storage of these devices is the sole responsibility of the owner/user;

- Schools and other Board sites will ensure that procedures regarding the appropriate use of PMDs are part of the emergency, lockdown, and evacuation plan;
- It is expected that employees, learners and guests will make appropriate use of PMD technologies and always respect an individual's privacy by complying with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Education Act and other laws related to the privacy of individuals in which they can expect that no personally identifiable information (e.g., name, image, address, gender, age etc.) is shared without their consent;
- PMDs must not interfere with the instructional and/or work environment;
- The use of PMDs in school/classroom shall be directed by the Principal/Teacher and used only for educational purposes to access Board approved digital applications and services (e.g., mySite and myClass Learning Management Resources, online approved digital texts and books etc.), and/or for health and medical reasons (e.g., to call for assistance in the case of a medical emergency, self-monitoring of glucose levels for an individual with diabetes etc.), and/or to support students with special education needs (e.g., as an assistive device as outlined in the student's Individual Education Plan); and,
- Any individual using PMDs on Board sites is expected to follow the expectations outlined in HWCDSB Board Policy H.M.04 *Security Confidentiality and Protection of Personal Information*.

Responsibility

Director of Education

Associate Director of Corporate Services

Superintendents

Controller of Business

School Principals

Teachers

Regulations

Policy/Program Memorandum (PPM) 128: The Provincial Code of Conduct and School Board Codes of Conduct

Municipal Freedom of Information and Protection of Privacy Act, RSO 1990

Related Policies:

A.11 Internet and Communication Technologies - Acceptable Use for Employees H.M.04
Security Confidentiality and Protection of Personal Information

Related Board Committee

Committee of the Whole

Policy Review Date

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To be reviewed every five years -2028