Use of Personal Electronic Devices

Background

KTCEA believes personal electronic devices (PEDs) can be used effectively to make the workplace safer and to enhance learning experiences. Such uses are considered acceptable and supportable.

Personal devices can alternatively be used to disrupt instruction, harm people, or invade personal privacy, and such use is unacceptable.

Guidelines

#	Procedure	Roles & Responsibilities
1.	Staff use of personal electronic devices (PEDs) is prohibited if such use compromises the safety and supervision of students.	Staff, Students
2.	A PED may never be connected to KTCEA technology systems, except where permission is granted by the Principal and IT Manager to connect to the guest network for instructional purposes, or to support special learning needs. If such permission is granted, 2.1 The PED must be used in accordance with AP 140 A Responsible Use of Technology – Students and/or AP 140 B Responsible use of Technology – Staff, as the case may be. 2.2 Any and all activity will be monitored while a PED is attached to the KTCEA network. 2.3 Any inappropriate use of KTCEA technology, including accessing social media, while a PED is attached to the KTCEA network will result in termination of access or further disciplinary action. 2.4 Any and all connectivity of a PED to the KTCEA network must comply with Alberta SuperNet Policy, Regulations, Guidelines and Requirements.	Students, Staff, IT Manager, Principal
3.	In accordance with AP 191 Copyright and Intellectual Property, a PED may not be used to produce, copy, alter, modify or manipulate copyrighted information.	Staff, Students
4.	PEDs may not be used during regularly scheduled instructional time without the consent of the classroom teacher.	Students and Staff

6.	PEDS may not be used in any setting that has the potential to violate a person's reasonable sense of privacy, such as a washroom, change room, counseling room, etc.	Students and Staff
7.	PEDS may not be taken into any setting in which a test or examination is given unless the device is required for the completion of the task.	Users, Principal, Teachers, IT Manager, Students, Staff
8.	An individual who uses a PED for any purpose not in compliance with current codes of conduct or these administrative procedures may have their PED confiscated.	Students, Staff
9.	A Principal or designate may restrict the use of a PED during the school day for any violation of KTCEA Administrative Procedures. The PED will be placed in a safe, lockable storage area. Notwithstanding the confiscation of a PED, KTCEA assumes no responsibility for the safety, security, loss, repair or replacement of a PED.	Principals, Staff, Teachers
10.	Breach of any provision of this Administrative Procedure is deemed to be a misuse of technology as set out in AP 140 Appendix A or B - Responsible Use of Technology and is subject to any associated disciplinary action as prescribed.	Students, Staff

Definitions:
Personal Electronic Device is "a non-KTCEA owned electronic device including but not limited to cell phones, camera or video camera, any image or sound recording device, personal entertainment device such as gaming consoles, music players or miniature TVs, any form of listening device, any device that can capture and transmit images".

References:
Policy 3 – Respectful, Caring and Safe Schools and Workplaces
Policy 13 – Technology and Student Information
Personal Information Protection Act
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
AP 140A - Responsible Use of Technology – Students
AP 140B - Responsible Use of Technology – Staff
AP 140C – Digital Citizenship Agreement for Responsible Use of KTCEA Technology (to be completed)
AP 191 Copyright and Intellectual Property
Alberta SuperNet Policy and Guidelines of Use

Procedure Amendments and Updates
The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.