

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: PERSONAL DIGITAL DEVICES

PROCEDURE CODE:	608 AP 001
Policy Reference: 608 - Personal Digital Devices	Exhibits: 608 E 001 - Student Responsible Use of Technology Agreement 608 E 002 - Personal Digital Device Use Guidelines

According to the Ministerial Order (#014/2024) a school authority is required to have policies and/or procedures relating to the use of personal digital devices and social media in schools.

PROCEDURE

1. Each school shall adopt administrative procedures governing the acceptable use of personal digital devices while individuals are on school property and/or in attendance at school sponsored activities. School administrative procedures shall include:
 - 1.1. Clear expectations and consequences regarding inappropriate use such as temporary confiscation and permanent loss of the privilege of having the device on school premises.
 - 1.1.1. School administrative procedures must be published so that all stakeholders are aware.
 - 1.2. When restrictions and/or prohibitions are in place, school administrative procedures shall include:
 - 1.2.1. expectations regarding storage of the personal digital device (e.g. location, whether in silent mode).
 - 1.2.1.1. Schools are to communicate that the security and storage of these items is the sole responsibility of the owner/user and that notwithstanding confiscation for the purpose of discipline, the division assumes no responsibility for the safety, security, loss, repair, or replacement of such items.
 - 1.2.1.2. When temporarily confiscated from students by staff, devices must be securely stored.

- 1.3. That personal digital devices are prohibited:
 - 1.3.1. from being used in bathrooms and changerooms.
 - 1.3.2. during test or examination settings, unless students have been given permission to do so by the teacher administering the test or exam.
- 1.4. That sharing and recording videos and/or photos of individuals without explicit consent is prohibited, with the exception of photos and recordings made at public events located on school property.
- 1.5. Accommodations for the usage of personal digital devices during instructional time for the following reasons:
 - 1.5.1. for educational purposes, including digital literacy, as directed and/or approved by the teacher in the classroom;
 - 1.5.2. to support, monitor, or regulate an identified health and/or medical condition as per their medical plan;
 - 1.5.3. to support an identified inclusive educational need (accessibility and accommodation need), including mental health need as per their individual support plan; and/or
 - 1.5.4. emergencies whether real or practice.
2. The principal may authorize any specific use of a personal digital device during the school day.
3. Schools have the right and authority to temporarily confiscate, restrict and/or prohibit personal digital device usage while individuals are on school property and/or in attendance at school sponsored activities.
 - 3.1. Confiscation, restrictions and/or prohibition may extend to
 - 3.1.1. students and/or staff;
 - 3.1.2. instructional time;
 - 3.1.3. non-instructional times;
 - 3.1.4. periods of time students are being transported; and/or
 - 3.1.5. time staff are working;
 - 3.1.6. specific locations within the building or on school property
 - 3.2. Schools should take into consideration the following when deciding on restrictions and/or prohibition;
 - 3.2.1. the student population at the school (e.g. student's age and developmental stage); and
 - 3.2.2. expectations at the end of a class when students are done early as this can be a problematic time that should be monitored.
4. Schools will develop and implement a progressive discipline approach to address violations of this policy. This approach will include a range of consequences that may be applied based on the severity and frequency of the violations .



5. Schools shall provide notice to staff, students and parents that use of personal digital devices may be banned and/or restricted, including what those bans/restrictions are and shall communicate the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act.
6. School administrative procedures may include guidelines for parent/staff, staff/student, and staff/staff communication both during and after the school day.
 - 6.1. reasonable response timeframes
 - 6.2. evening, weekend, and holiday response expectations
 - 6.3. professionalism, and appropriateness of communication

REFERENCES

[Policy 530 – Communications and Technology](#)

[Policy 608 - Personal Digital Devices](#)

Approved: December 13, 2018

Revised: December 9, 2024

