



MOOSONEE DISTRICT SCHOOL AREA BOARD

ADMINISTRATIVE PROCEDURE STUDENTS: NO. 341	
Effective	February 23, 2016
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PERSONAL ELECTRONIC DEVICES

PURPOSE

The Moosonee District School Area Board has developed this administrative procedure to address student use of personal electronic devices in terms of safety, privacy, and intrusion into the school environment. This procedure states clear expectations for students to practice responsible and ethical behaviour in their use of these devices.

Students are required to avoid any use of personal electronic devices which has a negative impact on a safe, caring, and orderly school.

DEFINITION

Personal Electronic Devices: Personal electronic devices are wireless and/or portable handheld equipment that contain or access data. They include, but are not limited to, cell phones, smartphones, portable computers, memory storage, Universal Serial Bus (USB) sticks/drives, digital or film cameras, and tape recorders and camcorders.

PROCEDURES

1. Board Expectations

The use of personal electronic devices (PEDs) during school hours is prohibited to promote respect for the dignity of all members of Moosonee Public School and to enhance student achievement and safety.

2. Use of Personal Electronic Devices (PEDs)

2.1. Personal electronic devices are to be turned into the office upon entering Board property.

2.2. Students who use their personal electronic devices (PEDs) during school hours will have them confiscated by school staff or administration, and parents may be contacted to pick up the PED. The school accepts NO responsibility or liability for the loss or theft of any PED.

2.3. Personal electronic devices may be used during school-related activities (i.e., school/field trips, sports events, retreats, etc.) only if the following conditions are met:

- a) Photographs cannot be reproduced, transferred, published, or posted on the internet without the subject's, staff's, and/or chaperone's or coach's permission during school-related trips.

- b) The teacher, other staff member, and/or chaperones or coaches will designate the time/area/location where students may use personal electronic devices.
- c) After the designated time/area/location has passed, all students must hand in all personal electronic devices to the staff. Staff members will then return the PEDs to students for the next designated time/area/location.
- d) When students return home from any school-related activity, parents or guardians must view all photographs taken while on a school activity and offer consent for their child or children to keep all or any of the photographs.
- e) The Board/School will accept NO responsibility or liability for any photographs posted on the internet.

2.4. The above conditions for the use of personal electronic devices will be part of the field trip permission form which will be signed by both parents/guardians and the student.

3. Cyberbullying

3.1. Cyberbullying is using electronic means to intimidate, harm, exclude, or ruin a reputation. Cyberbullying includes the use of e-mails and instant messaging, and text or digital imaging sent on cell phones or other personal electronic devices.

3.2. Cyberbullying may include:

- a) excluding someone from an online group, e.g., by blocking that person from a chat group;
- b) impersonating someone by breaking into his or her e-mail account, posing as that person and sending damaging messages;
- c) denigrating someone by sending or posting cruel rumours to damage his or her reputation;
- d) misusing a cell phone to take embarrassing photos and e-mailing them to others;
- e) outing or trickery, which involves revealing someone's secrets or embarrassing information online or tricking someone into revealing secrets while online; and
- f) creating hate sites, such as pages on Facebook.com, designed to insult others.

3.3. Cyberbullying often occurs outside of school hours and off Board property. The principal, in consultation with the supervisory officer, will determine whether conduct outside the school constitutes a school matter. Key factors in determining whether the behaviour concerns the school will be:

- a) whether there is evidence that the student or students who have been threatened or intimidated are consequently impaired in their ability to progress in their studies or responsibilities at school; and
- b) whether the conduct is injurious to the moral tone of the school and/or affects school safety and security.

3.4. Where there is evidence that a student who has been intimidated is impaired in his or her ability to progress in school, or that the cyberbullying affects school safety and security, the principal will intervene as if the inappropriate behaviour was initiated in the school setting.

3.5. If the principal determines that off-site conduct has had or is having a negative impact on the school, the principal may impose discipline in accordance with administrative procedures and/or may involve police services.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1 Positive School Climate

Education Act, Section 265 Duties of Principal: Discipline and Care of Pupils and Property

Education Act, Part XIII Behaviour, Discipline and Safety

Ontario Regulation 298 Operation of Schools, Section 23 Requirements for Pupils Municipal Freedom of Information and Protection of Privacy Act

Ontario Human Rights Code Criminal Code

Ontario Regulation 472/07 Behaviour, Discipline and Safety of Pupils

PPM No. 128 The Provincial Code of Conduct and School Board Codes of Conduct

PPM No. 144 Bullying Prevention and Intervention

PPM No. 145 Progressive Discipline and Promoting Positive Student Behaviour Guideline: The

Provincial Code of Conduct and School Board Codes of Conduct

Board:

Board Policy GOV-09 Safe Schools: School Code of Conduct

Administrative Procedure 235 Healthy Living Education

Administrative Procedure 340 Student Use of the Internet

Administrative Procedure 376 Student Discipline: Progressive Discipline

Administrative Procedure 377 Student Discipline: Bullying

Administrative Procedure 378 Student Discipline: Suspension

Administrative Procedure 379 Student Discipline: Expulsion

Moosonee Public School Code of Conduct