

## **USE OF PERSONAL OWNED DEVICES (PODS)**

### **Background**

Openness to new and future technologies and their educated use create opportunities for many constructive and positive uses that can aid the instructional process. Further, regulated use of some personal owned devices in the school and community may contribute to the safety and security of students and staff. However, unregulated use of such devices may pose a risk to personal safety; may disrupt instruction; may invade personal privacy; and may compromise academic integrity.

### **Definition**

*Personal owned devices (PODS)* include student or staff owned laptops, mobile phones, tablets, e-readers, USB storage devices, and any other electronic data or communication device.

### **Procedures**

1. The use of personally owned devices will be generally permitted in Division schools.
2. Principals may have additional guidelines or restrictions for the use of personal devices in their school and every teacher may have additional guidelines or restrictions for the use of personal devices.
3. Students and staff are responsible for the content of the data stored on their personal devices when using that personal device in a school.
4. PODS are not to be operated by students during regularly scheduled instructional time, or during any school sponsored activity, such as an assembly or talk by a guest speaker, unless such use is approved by the classroom teacher or supervisor to facilitate learning activities.
5. PODs are not to be taken into test or examination settings, unless students have been given permission to do so.
6. PODS are not to be used in settings such as change rooms, washrooms, private counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.
7. Students who bring PODS to the school are expected to comply with all parts of Administrative Procedure 350 – Student Conduct. Students who consistently refuse to comply with the Division's procedures for use of PODS in the school setting may be subject to disciplinary measures detailed in the school's rules, as well as the steps outlined in Administrative Procedure 355 – Student Discipline.

8. Staff who bring PODS to school shall comply with Administrative Procedure 140 – Responsible Network Use, Administrative Procedure 141 – Information Security and Administrative Procedure 142 – Network Security.
9. The Superintendent requires principals to ensure students, parents, and staff are aware of their rights and responsibilities with regard to the use of student-owned devices in their schools.
10. The Superintendent requires principals to clearly articulate issues relating to student-owned devices to students, parents, and staff. These include but are not limited to storing the devices in a secure location, responsibility in case of loss, theft or damage and technical support.
11. The Superintendent requires principals to ensure strategies are in place to ensure personally owned devices are used appropriately.
12. In the event of an emergency, such as a lockdown or an evacuation, the Principal will develop and inform the school community of the acceptable use of PODS in that emergency situation.
13. PODS are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. The Division assumes no responsibility for the safety, security, loss, repair or replacement of PODS.
  - 13.1 PODS which are taken temporarily from students by teachers or administrators must be securely stored.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 31, 33, 52, 53, 196, 197, 222 Education Act