Administrative Procedure 350 – Appendix A

STUDENT USE OF PERSONAL DIGITAL DEVICES

Background

This procedure outlines the expectations and guidelines for the use of personal digital devices within Langley School District schools.

The Langley School District recognizes the importance of establishing clear guidelines to ensure that personal digital devices are used in a way that supports educational goals and maintains a safe and respectful learning environment. The procedure is necessary to:

- Address the potential distractions and classroom management issues posed by personal digital devices, as well as other negative impacts, such as student addiction to digital technology.

- Provide a framework for the responsible use of technology that aligns with the District's educational objectives and values, as per the District's AP 350: Student Code of Conduct.

- Ensure that all students, regardless of their socioeconomic status, have equitable access to learning resources and opportunities.

- Accommodate students with diverse needs, including those with medical conditions that may require the use of personal digital devices.

- Foster digital citizenship among students, teaching them to use technology ethically, responsibly, and effectively.

- All students and staff are expected to adhere to the Langley School District's AP 140: Computer Access to Electronic Information, AP 140 Appendix A: Appropriate Use, and AP 140 Appendix B: Next Generation Network (NGN) Acceptable Use Standards. The Administrative Procedures outline the standards for acceptable use of technology in the Langley School District, ensuring that technology is used in a safe, responsible, and ethical manner.

Procedures

1. Restrictions on Use in Elementary and Middle Schools

    1.1. At the discretion of the school Administration, personal digital devices are not to be used during non-instructional times, from the student's arrival at the start of the day, to the student's departure at the end of the day. This includes during recess, lunch, and

other breaks. Students are encouraged to keep their personal digital devices at home. Any devices brought to school should be turned off and stored away in backpacks or lockers.

1.2. During hours of instruction, personal electronic devices must be turned off and stored away in backpacks or lockers, unless otherwise permitted by school staff for instructional purposes.

1.3. School staff may provide alternate means of storage in the classroom, such as with "hanging wall phone pockets" or other storage options. These alternate means of storage should be in a lockable closet or cabinet, or other lockable and secure area.

1.4. Overall, the use of school digital devices for instructional purposes is encouraged to enhance digital literacy skills. Staff will guide students on how to integrate these devices into their learning effectively and responsibly.

1.5. In support of developing responsible use of technology, classroom teachers are encouraged to start the school year or course by co-constructing classroom norms with students that include the acceptable use of technology in the classroom.

1.6. The use of cell phones or other electronic devices, including cameras, to capture pictures, video or audio that records other students or staff may only be done with specific prior consent from Administration. Possible educational uses of audio, picture or video recording could be to take a picture of notes on a board, to record video for a project or assignment, or to record audio for a music or language class, etc. At no time may cameras be used in locker rooms and washrooms.

2. Restrictions on Use in Secondary Schools.

2.1. During hours of instruction, personal electronic devices must be turned off and stored away in pockets, backpacks or lockers, unless otherwise instructed by school staff for educational purposes.

2.2. School staff may provide alternate means of storage in the classroom, such as with "hanging phone pockets" or other storage options. These alternate means of storage should be in a secure area that is able to be locked.

2.3. Overall, the use of digital devices for instructional purposes is encouraged to enhance digital literacy skills. Teachers will guide students on how to integrate these devices into their learning effectively and responsibly.

2.4. Secondary schools should differentiate between students in grades 8 and 9, and students in grades 10, 11, and 12, with more restrictions and limitations for younger students.

2.5. Classroom teachers are encouraged to start the school year or course by co-constructing classroom norms with students that include the acceptable use of technology.

2.6. Before school, at lunch and after school, students may use personal digital devices in public areas around and inside the school as long as they are not distracting to the

learning atmosphere or enjoyment of the space by others, or compromising the sense of safety of students or staff.

2.7. The use of cell phones or other electronic devices, including cameras, to capture pictures, video or audio that records other students or staff may only be done with specific prior consent from Administration. Possible educational uses of audio, picture or video recording could be to take a picture of notes on a board, to record video for a project or assignment, or to record audio for a music or language class, etc. At no time may cameras be used in locker rooms and washrooms.

3. Accessibility and Accommodation.

3.1. The School District is committed to supporting students with diverse learning needs, and will accommodate students who require the appropriate use of technology during the school day. Accommodations that include technology should be a part of the student's Individual Education Plan, or other District learning plan. An example of this would be a student who requires a device for Augmented Assistive Communication (AAC). The use of personal technology for communication or accessibility will be noted by Learning Support Services and be supported by school and District staff, in collaboration with outside service providers. The District encourages dedicated devices, rather than multiuse devices, for communication, whenever possible.

4. Medical Health Considerations

4.1. Students with medical and health needs that require the use of digital devices will be accommodated. Students and families are expected to inform the school in advance of health needs that require the use of personal digital devices. The school will work with the student and their family to ensure that their health needs are met while maintaining the integrity of the learning environment.

5. Equity in Support of Learning Outcomes

4.2. The District recognizes the importance of equity in education. When technology is required for instructional purposes, the school will work to ensure that no student is disadvantaged due to lack of access to technology.

6. Interventions and Communication

6.1. Conduct by any student that adversely affects a school's climate or operation, including disruption of the learning environment, shall be considered a breach of the District's Student Code of Conduct, warranting appropriate forms of intervention.

6.2. As each school community is unique, School Administration are expected to work with their students, staff, and parent/guardian community to develop a predictable and flexible process of progressive interventions.

6.3. School Administration are expected to communicate this process to students, staff, and the parent/guardian community to minimize misunderstandings of roles and process

and to focus on supporting students in their learning and a positive and safe learning environment.

6.4. Staff are expected to balance the importance of consistency and discretion in supporting the intervention process. Consistency is important in ensuring that the expectations around personal digital devices are predictable, and that clear norms are set. At the same time, each student's story and context is unique, and staff have the ability to use discretion in individual circumstances.

6.5. For the purposes of supporting the above restrictions of personal digital devices, interventions should be progressive, and may include:

a) A verbal reminder to the student;

b) The personal digital device being collected by staff and returned to the student at the end of the school day;

c) A phone call or email to the parent/guardian to support the student in the appropriate use of digital devices while at school;

d) The requirement that any personal digital devices not be brought to a school for a set period of time;

e) Other interventions, as deemed appropriate by the Administration.

Please refer to Administrative Procedure 355: Expectations and Consequences.

References: AP 140: Computer Access To Electronic Information
               AP 140 Appendix A: Information Technology Systems – Appropriate Use
               AP 140 Appendix B: Next Generation Network (NGN) Acceptable Use Standards
               AP 350: Student Code of Conduct
               AP 355: Expectations and Consequences
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