


North East School Division Administrative Procedure

 <p style="font-size: 1.2em; font-weight: bold;">AP 419</p> <p style="font-weight: bold;">Use of Personal Electronic Devices in Schools</p>	<p>References: <i>Education Act, 1995</i> <i>Saskatchewan Human Rights Code, 2018</i></p> <p>Related: AP 407 – Student Conduct AP 409 - Discipline AP 602 – Services for Students with Special Needs AP 525.0 - Employee and Student Use of Technology AP 525.1 – Use of Social Media and Educational Applications for Educational Purposes Guideline Minister’s Directive dated August 15, 2024 and Saskatchewan Ministry of Education, <i>Personal Electronic Devices Responsible Use in Schools Policy</i> (August 2024)</p>	<p>Tracking: New – April 2024</p> <hr/> <p>Status: Approved Oct. 23, 2024</p>
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USE OF PERSONAL ELECTRONIC DEVICES IN SCHOOLS

Although personal electronic devices (PEDs) can be tremendously powerful communication and productivity tools, coupled with social media apps, they can also be highly addictive and sometimes harmful distractions from learning. To support student wellbeing and to create a more focused and productive learning environment, the North East School Division limits the use of smartphones and other PEDs in our schools. We are committed to upholding our values—connection, collaboration, empowerment, and inclusion—by setting clear guidelines for the appropriate use of these devices. This approach ensures technology serves learning while protecting student focus and wellbeing.

Definitions:

Instructional Time: The period during which students are actively engaged in learning under teacher supervision, excluding morning and afternoon recess.

Mature minor student: a student who is 12 years of age or older who has the capacity to understand this Administrative Procedure and the consequence of not complying with this Administrative Procedure.

Parent: For the purposes of this Administrative Procedure, “parent” refers to a student’s legal decision-maker determined in accordance with *The Children’s Law Act, 2020*.

Personal Electronic Devices (PED): Personal Electronic Devices include, but are not limited to, any piece of lightweight electronically powered equipment. These devices are typically consumer electronic devices capable of communication, data processing and/or utility. Examples range from hand-held lightweight electronic devices such as tablets, e-readers and smartphones to small devices, smart watches and electronic toys, owned by the student or family and not the property of the school division.

Recess: Morning and afternoon play or break periods, excluding noon period.

School Day: The full duration students are present at school, including both instructional time and recess.

1. Students General

1.1 Students are expected to comply with Administrative Procedure 525.2 and its [Student Responsible Technology Use Agreement](#). Each year, the school division requires all new grade K-8 parents and students, to complete this agreement, reminding grade 9-12 students of the details of the agreement.

1.2 Students who refuse to comply with the Division's procedures for the use of PEDs in

the school setting may be subject to disciplinary measures as outlined in this Administrative Procedure and AP 409 Discipline.

- 1.3 PEDs are not to be taken into test or examination settings unless students have been given permission from the classroom teacher.
- 1.4 PEDs are not to be used in change rooms, washrooms, private counselling rooms or any setting that has the potential to violate a person's reasonable expectation of privacy.
- 1.5 PEDs are valuable electronic devices. Students bring PEDs to school at their own risk. The Division assumes no responsibility for the safety, security, loss, repair or replacement of PEDs. Owners and users of PEDs who bring and use their devices in contravention of this policy are accepting the risk their devices may be temporarily confiscated.

2. Support Student Learning Needs

- 2.1 In accordance with AP 602 – Services for Students with Special Needs, students may access PEDs when they are needed for:
 - 2.1.1 a supporting aid for a diagnosed medical condition.
 - 2.1.2 an identified inclusive-educational need.
- 2.2 PEDs brought to school for a diagnosed medical condition must be identified on the medical emergency plan, or as a stated inclusive-educational need on an Inclusion and Intervention Plan (IIP) and shall be stored according to the school PED storage plan when not required.

3. PED storage within school

- 3.1 Devices must be stored as determined by the school device storage plan.
- 3.2 The NESD is not responsible for lost, stolen, or damaged items stored in accordance with this administrative procedure.

4. PED Storage School Plan

- 4.1 Each school shall develop a PED plan that outlines and communicates how PEDs will be stored while at the school.

5. Student Grade Specific Restrictions

- 5.1 Subject to clause 2 of this Administrative Procedure (AP) and AP 602 – Services for Students with Special Needs, Pre-kindergarten to grade 8 students are:
 - 5.1.1 Not to access PEDs during the school day including morning and afternoon recesses. Students may access their PED during the noon period.
 - 5.1.2 Discouraged from bringing PEDs to school. If PEDs are brought to the school campus, PEDs will be stored in accordance with the school PED storage plan.
- 5.2 Teachers of students in Grade 9 – 12 may request and gain permission from school administration to have student use PED for purposes beyond those outlined in clause 2 of this policy. Permission from school administration shall be granted in the case of using PEDs for use of the documenting of learning and the provincial Student Feedback Tool.
- 5.3 Subject to clause 2 and 5.2 of this Administrative Procedure (AP) and AP 602 – Services for Students with Special Needs, students in Grade 9 to 12 may use personal electronic devices for specific and intentional instructional purposes and after given explicit permission by the teacher.

6. Communication & Enforcement – Uniform Application

- 6.1 The Division will share the restrictions of this Administrative Procedure with students, staff and families annually in conjunction with the student and staff code of conduct.

6.2 Monitoring Compliance: Schools principals will monitor and ensure compliance with the Administrative Procedure. This may include random checks, observations during class and break times.

7. Disciplinary measures

- 7.1 Each violation of this Administrative Procedure will be recorded into a student's behavior log and will result in disciplinary actions aligned with the NESD AP 409 - Discipline and AP 407 – Student Conduct. Specifically in an effort to teach appropriate behavior, recognizing increasing accountability for the student's behavior.
- 7.1.1 First Offense: Warning, reminder of Administrative Procedure, and parental notification.
- 7.1.2 Second Offense: Parental notification and device temporarily confiscated and returned at the end of the school day to the adult student or the parent.
- 7.1.3 Third Offenses: Parental notification and device temporarily confiscated. The adult student or the parent and, if appropriate, the mature minor student will either agree in writing that the PEDs will be stored in a security bag upon entering school for the duration of the school day or the student leaves all PEDs at home for a three-week period following the infraction before the device(s) will be released to the parent or adult student.
- 7.1.4 Subsequent Offenses: Parental notification and device temporarily confiscated. The adult student or the parent and, if appropriate, the mature minor student will either agree in writing that the PEDs will be stored in a security bag upon entering school for the duration of the school day or the student leaves PEDs at home for a minimum six-week period following the infraction before the device(s) will be released to the parent or adult student.
- 7.1.5 The Principal has the discretion to commence disciplinary action under NESD AP 409 and AP 407 – Student Conduct at any time.

8. Staff PED Conduct

- 8.1 All Division employees act as role models and must use Personal Electronic Devices (PEDs) solely as needed to perform their job functions during work time (i.e., Edsby, OurStudent data entry).
- 8.2 The applicable Superintendent, Manager, Supervisor or Principal shall ensure all new staff, contractors and volunteers Are informed of AP525.0 Employee and Student Acceptable Use Policy and AP525.1 Use of social media and Educational Applications for Educational Purposes and execute the [Responsible Technology Use Agreement](#).
- 8.3 Staff who do not comply with the Division's procedures for the use of PEDs in the school setting may be subject to disciplinary measures.
- 8.4 PEDs are not to be used in change rooms, washrooms, private counselling rooms or any setting that has the potential to violate a person's reasonable expectation of privacy.

8.5 Appendix – Template Written Agreement for Personal Electronic Device (PED) Management

This agreement is made between:

Student Name: _____

Parent/Guardian Name (if applicable): _____

School Name: _____

Date: _____

School Official Name: _____

Purpose:

This agreement outlines the terms for managing the Personal Electronic Devices (PEDs) in response to the student’s third or subsequent offense, as per school policy.

Agreement Terms:

The student and parent/guardian (if applicable) agree to the following conditions regarding the management of the student’s PED(s) following the infraction:

1. Infraction Date: _____

2. Description of Infraction:

(Briefly describe the incident leading to this agreement)

Management Option (Select One):

Option 1:

The student agrees to have the PED(s) stored in a security bag upon entering the school for the duration of the school day.

Duration of this agreement:

- For third offense: Three (3) weeks following the infraction.
- For subsequent offense: Six (6) weeks following the infraction.

The PED(s) will be securely stored by the school administration and will be returned to the student at the end of each school day.

Option 2:

The student agrees to leave all PED(s) at home for the following period:

Duration of this agreement:

- For third offense: Three (3) weeks following the infraction.
- For subsequent offense: Six (6) weeks following the infraction.

Additional Conditions:

If the agreement is violated, the school reserves the right to take further disciplinary action in accordance with school policy.

Agreement Signatures:

By signing this document, the student and parent/guardian (if applicable) agree to the terms outlined above.

Student Signature: _____ Date: _____

Parent/Guardian Signature (if applicable): _____

Date: _____

School Official Signature: _____

Date: _____