

Use of Personal Communications Devices

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 communication 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.

Definitions

Personal Communication Device (PCD) refers to devices that receive and/or send transmission using wireless technology such as cellular or radio frequency (RF) signaling. This includes but is not limited to cell phones, smart watches, wireless earbuds/headphones, etc.

Social Media refers to digital platforms and tools that enable users to create, share, and interact with content and information online. These platforms include but are not limited to Facebook, X, Instagram, Snapchat, and TikTok.

Procedures

1. Personal Communication Devices (PCDs) are to be operated by students when-directed by the classroom teacher, and as approved by the principal. Normally during the instructional day, student PCDs are to be turned off and stored in the student's homeroom lock box. Classroom teachers will determine the type and style of each classroom lock box. PCDs may be turned on and used at the lunch break but must be turned off and returned to storage when the instructional day resumes.
2. PCDs are not to be taken into test or examination settings, unless students have been given permission to do so.
3. Limited Use Exceptions
 - 3.1 Limited use of personal mobile devices must be permitted, as determined by the principal or equivalent, for health or medical reasons or to support social learning needs. This must be documented within an Individual Program Plan (IPP) as indicated and supported by a medical professional.
 - 3.2 Limited use of personal mobile devices may be permitted for educational or other purposes as determined by a principal or equivalent.
 - 3.3 Limited access to social media may be permitted, as determined by the principal
4. PCDs are not to be used in settings such as change rooms, washrooms, **or** private counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.

5. GVRA is not a public building and sharing and recording videos and/or photos of individuals without explicit consent is prohibited.

5.1. Videos and photos may be taken during public events located on school property when there is not a reasonable expectation of privacy.

6. Students and staff who bring PCDs to school are expected to comply with all parts of this procedure.

6.1. Students who consistently refuse to comply with GVRA's procedures for use of PCDs in the school setting may be subject to disciplinary measures detailed in the school's rules under AP 350, as well as the steps outlined in this Administrative Procedure [w GVRAAP 350 Student Responsibility and Conduct.docx](#) .

6.2 Staff who consistently refuse to comply with the Academy's procedures for use of PCDs in the school setting may be subject to disciplinary measures detailed in the school's rules, as well as the steps outlined in Administrative Procedures - [GVRAAP 401 Employee Responsibility and Conduct.docx](#) .

7. School Administration

7.1 The Principal or designate may authorize a specific use of PCDs during the instructional day.

7.2 The Principal will communicate the student code of conduct (AP 350) to students, parents/guardians, and staff, and provide support for its enforcement.

7.3 Address any violations following the progressive disciplinary actions included in this administrative procedure.

8. Progressive Discipline

8.1 First Offence

8.1.1 Verbal warning and reminder of the procedure by the staff member.

8.2 Second Offence

8.2.1 Verbal warning to the student and notification to the parents/guardians by the teacher; infraction is recorded.

8.3 Third Offence

8.3.1 Meeting with the student, and school administration. Notification to the parents/guardians by the teacher; infraction is recorded.

8.3.2 Additional consequences may include:

- i) Personal electronics plan/contract,
- ii) Confiscation of the device,
- iii) Detention,
- iv) Loss of privileges,
- v) Other consequences as determined by the school administration.

8.4 Continued Violations

8.4.1 Persistent non-compliance will result in further disciplinary actions, with measures as deemed appropriate by the school administration. Consequences may include:

- i) Further loss of privileges
- ii) Suspension,
- iii) Restricting the student's ability to bring a device to school,
- iv) Other consequences as determined by the school administration.

9. 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 PCDs in that emergency situation.

10. PCDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. GVRA assumes no responsibility for the safety, security, loss, repair or replacement of PCDs.

11. PCDs which are taken temporarily from students by teachers or administrators must be securely stored and returned to the student or his/her parent/guardian, as appropriate, at the end of the student's instructional day or at the time agreed upon with the student's parent/guardian.

12. This administrative procedure will be communicated to students, parents/guardians, and staff through various mediums, including school letters/newsletters, the school website and during school assemblies and meetings.

Adopted/Revised: August 22, 2024/February 27, 2025/August 21, 2025

Reference: Education Act: Sections 31,52,53,196,197,222
AP 350 (Student Responsibilities and Conduct),
AP 401 (Employee Responsibility and Conduct)