Administrative Procedure 141

CELL PHONES and ELECTRONIC DEVICES

Belief

The Division believes in an individual’s right to privacy, the student’s right to an undisturbed learning environment, and the employee’s duty to maintain a positive work environment.

Guidelines:

1. No personal cell phones, cameras or recording devices are allowed in instructional areas, locker rooms, washrooms or work sites unless otherwise approved by the principal or supervisor.

2. It is recommended that these devices be left at home, but if they must be brought to school or a work site, they shall be secured, turned off, and in the case of students, left in the student’s locker where lockers are available.

3. Cameras and other electronic devices may be permitted in the school or work site as designated by the principal or site supervisor for use during specific events such as field trips other school sponsored activities, or work related activities.

4. Should a student contravene this administrative procedure any staff member has the right to confiscate any electronic device and store it in the school office.

5. Principals, at their discretion, may release the confiscated electronic device to the student or the parent as they deem appropriate.

6. A repetition of the contravention of this administrative procedure will be dealt with by the principal or supervisor as they deem appropriate.

7. Employees who are required to use cell phone and other electronic devices as part of their duties are required to ensure they are used appropriately for their assigned duties.

8. Should an employee contravene this administrative procedure it shall be reported to the employee’s supervisor and dealt with accordingly.

Reference

Freedom of Information Protection of Privacy
AP 417: Employee Responsibilities