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| <b>Section:</b> | <b>Students and Instruction</b>      |
| <b>Title:</b>   | <b>Use of Technology by Students</b> |

## Purpose

To provide guidance in the use of technology by students within schools for educational purposes. While technology can be a tremendous asset that supports diverse learners and removes barriers to inclusion, it is also recognized that it can be used to bully, harm, distract, or disrupt the learning environment. The School District is charged with assuring an equitable and safe learning environment for all students.

## Policy

The school district supports the use of technology, including computers, laptops, smart boards, projectors, cell phones, digital devices, or other technology that plays a vital role in the education of students.

The Superintendent is responsible for ensuring procedures are in place to support the use of technology to enhance the educational environment of students.

Students are expected to use technology responsibly, to enhance their education and become literate and responsible digital citizens.

## Technology General Guidelines

1. Student use of technology in classrooms will be at the discretion of the classroom teacher. This includes the use of computers, laptops, or other digital devices that could disrupt learning. It is generally expected that the use of technology will be extremely limited in the elementary years, gradually increasing into the secondary years of study when appropriate. While the use of technology is restricted during instructional time, it is recognized that some students require technological supports as detailed in their IEP or SLP by classroom teachers, specialist teachers, and administration.
2. Instructional time includes not just regular classroom settings, but assemblies, guest speakers, field trips, and other events organized by teachers or administrators.
3. Digital devices are not taken into test or examination settings unless students have been given permission to do so for educational, health, and/or medical reasons by the teacher administering the test or exam.
4. The use of enhanced software such as Artificial Intelligence programs must be disclosed to and approved by the teacher.
5. All schools are expected to incorporate the intent of this policy into their codes of conduct.

### Personal Digital Devices General Guidelines

1. The use of personal cell phones and other digital devices, including smart watches or other smart communication technology, is not permitted in **elementary and middle schools** during the school day.
2. The use of personal cell phones and other digital devices, including smart watches or other smart communication technology, is not permitted during instructional times in **secondary schools** but may be used during non-instructional times including before class, during breaks, lunchtime, and after school.
3. Instructional time includes not just regular classroom settings, but assemblies, guest speakers, field trips, and other events organized by teachers or administrators.
4. Digital devices are not taken into test or examination settings unless students have been given permission to do so for educational and/or medical reasons by the teacher administering the test or exam.
5. Students must not use cell phones, video or audio recording devices, or other digital devices in settings such as change rooms, washrooms, or private counselling rooms at any time that have the potential to violate a person's reasonable expectation of privacy.
6. All schools are expected to incorporate the intent of this policy into their codes of conduct.
7. Students who contravene this policy may be subject to disciplinary action and the confiscation of the cell phone or digital device by the classroom teacher or school administration.
  - a. Confiscated items shall be returned to the student only after discussion with the parent, student, and school personnel.
  - b. The security and storage of personal digital devices are the sole responsibility of the owner/user. The District assumes no responsibility for the safety, security, loss, repair or replacement of personal digital devices.

### Digital Citizenship

It is expected that the school and district will work towards students recognizing the appropriate and ethical use of electronic technology. A responsible digital citizen considers:

- Ethical use of Technology
- Etiquette with Technology and Platforms
- Engagement in transformative use of Technology
- Skills and Literacy in Digital Spaces
- The Rights and Responsibilities associated with Technology
- Safety and Security in Digital Spaces

### Digital Literacy

It is expected that students will develop literacy with increasing exposure to electronic technology over their years in school. Digital Literacy is the interest, attitude and ability of individuals to use digital technology and communication tools appropriately to access, manage, integrate, analyze and evaluate information, construct new knowledge, and create and communicate with others. These skills include:

- Research
- Critical Thinking and Problem Solving
- Innovative use of Technology
- Recognition of Digital Citizenship
- Communication and Collaboration
- Operation of Technology

**Date of Original Board Approval: May 21, 2024**

**Date Amended:**

*Legal Reference:* [Ministerial Order M89/2024](#), Amendment of MO276/07  
Act and section: Other: *School Act, R.S.B.C. 1996, c. 412, s. 168 (2) (s.1)*

*Cross Reference:* *(other policies and procedures)*  
[School Administration - Safe, Caring and Respectful Schools](#)  
[School Administration - School and Student Conduct Procedure](#)