

Appendix A



POLICY NAME:	DEVICE USE
POLICY SECTION:	Schools, Students and Learning
DATE APPROVED:	June 2024
DATE OF NEXT REVIEW:	2027
DATES OF AMENDMENTS:	
RESPONSIBLE DEPARTMENT:	Safe Schools

Policy:

Teaching and modelling the appropriate use of technology, particularly devices, is essential in supporting students with understanding the benefits and potential negative impacts of technology. The Toronto Catholic District School Board (TCDSB) is committed to providing and maintaining a safe and appropriate environment conducive to teaching and learning free from distraction caused by the arbitrary use of devices.

Recognizing that devices (i.e. Chrome books, iPads, smart watches etc.) present opportunities and challenges, this policy outlines expectations for members of the school community regarding the use of devices during the school day.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This policy applies to the school community including students, instructional staff, support staff, volunteers, and visitors at school or other instructional site, and in a virtual learning environment, during school hours.

The Director of Education, the Safe Schools Department, Human Resources Department, as well as Principals/Vice Principals, are responsible for implementation and enforcement of this policy.

Regulations:

1. All members of the school community must not use devices during instructional time except:
 - a. For educational purposes as directed by an educator, or as permitted by the administrator or their designate;
 - b. For documented health and medical purposes; and
 - c. To support special education needs.
2. The TCDSB recognises its duty under the Ontario *Human Rights Code* to provide appropriate accommodation to staff and students. Where the use of a device is required as accommodation by a staff or student under the *Human Rights Code*, subject to review of the request, the accommodation will be allowed.
3. Students in Kindergarten to Grade 6 must ensure their devices are switched off or set to a silent mode and stored out of view during the school day, except when their use is explicitly permitted by the educator or administrator in the circumstances outlined in Regulation (1)(a)-(c) above.
4. Students in Grade 7 to Grades 12 must ensure their devices are switched off or set to a silent mode and stored out of view during instructional time, except when their use is explicitly permitted by the educator or administrator in the circumstances outlined in Regulation (1)(a)-(c) above.
5. If a student needs to contact their parent/guardian, or if the parent/guardian needs to contact their child during instructional time, the call can be made to or through, as applicable, the school office.
6. If an educator observes a student's non-authorized device during the school day/instructional time, the educator will instruct the student to put the device out of sight. If the student fails to comply with the direction, the student will be sent to the principal's office.
7. When dealing with a student who fails to comply with an educator's direction to place a device out of sight, the principal will exercise their discretion and consider a range of responses to address the student's behaviour. The response must be in line with provincial guidelines on progressive discipline.
8. Parents/guardians are encouraged to reinforce these expectations and standards for acceptable behaviour at home with their child, and support school staff in the reinforcement of this policy.
9. Schools will provide an annual notification to the school community reminding them of this policy.

10. School staff are expected to model behaviour during instructional time and will be asked to keep their devices out of site during this time.

11. Visitors and volunteers will be informed of this policy.

Cross References:

Legislation

- *Education Act*, R.S.O. 1990, c. E.2
- *Human Rights Code*, R.S.O. 1990, c. H.19
- *O. Reg. 472/07: Behaviour, Discipline and Safety of Pupils*

Ministry of Education Policy/Program Memorandum

- *Policy/Program Memorandum 128, 2024: The Provincial Code of Conduct and School Board Code of Conduct*

TCDSB Policy /Procedure

- Bullying Prevention & Intervention Policy
- Code of Conduct Policy
- Hand-Held Mobile Wireless Communication Device Policy
- Progressive Discipline Policy
- Trespass to Property Policy

Definitions:

Device: Refers to any electronic device that can be used to communicate or access the internet, such as a cellphone, tablet (Chrome books and iPads), laptop, or smartwatch.

Instructional Time: Time dedicated to instruction which does not include recess, lunch or entry and dismissal times.

School Day: Full instructional day including recess, lunch and while students are under the care and supervision of staff during entry and dismissal.

Evaluation and Metrics:

Subject to legislative and/or regulatory changes requiring earlier review, this policy will be reviewed every three (3) years.