

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 146 – Use of Personal Electronic Devices PEDS	
Related LCSDF AP's	AP 305 – Student Conduct AP 352 – Student Discipline	
Form(s)	F 146.1 - Individual Exemption Form – Use of Personal Electronic Devices	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175, 231 Personal Electronic Devices Responsible Use in Schools: Policy, Guidelines and Model Administrative Procedure, August 2024. Saskatchewan Ministry of Education. Letter to Board Chairs, Minister of Education, August 15, 2024	
Received by the Board: November, 2025		Update: November, 2025

Background

The Division recognizes the openness to new and future technologies, and their educated use to create constructive and positive opportunities to enhance the instructional process. Further, regulated use of some personal electronic 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; disrupt instruction; invade personal privacy; and, may compromise academic integrity.

Personal electronic devices include all technologies that are fully owned by the user and are brought to the school for personal use in their capacity as a student or as an employee. These personal devices include but are not limited to: smartphones, tablets, laptops, smart glasses, and portable game systems. The purpose and intent for the following procedures is to “lessen the negative impacts of personal electronic devices in classrooms and support teachers and school staff in promoting productive classroom environments.” The Division strongly believes in our students’ right to learn in a safe, caring, and effective learning environment.

Procedures

1. Personal electronic device usage is limited in Kindergarten to Grade 12 classrooms. Students in Kindergarten to Grade 12 shall not use personal electronic devices during instructional time except as outlined below.
 - a. Exemptions approved by the school principal may be made when the device is required for specific medical restrictions or limitations. This requires a completed Physician Report or other medical documentation as described in AP 316 - Chronic Student Health Services or F146.1 - Individual Exemption form – Use of Personal Electronic Devices. Individuals requesting authorized medical exemption shall contact the school administration.
 - b. Authorized accommodation approved by the school principal may be made when the device is required for specific learning adaptations (F146-1 Individual Exemption Form – Use of Personal Electronic Devices). Examples may include language translation

software or voice to text software on a personal electronic device.

- c. Students in Kindergarten to Grade 7 will not have access to their PED during breaks (e.g. recess, noon hour, etc.) unless specified in 1a or 1b. Students may be contacted through the school office and students may use the school phone at any time if circumstances require immediate and necessary contact during a school day. To ensure this the classroom teacher may have specific PED storage procedures approved by the school principal.
 - d. Teachers of students in Grades 9 to 12 who identify a specific instructional purpose for students to use personal electronic devices in their classroom may request and gain permission from the principal. The request must detail the specific learning objectives that will be met (and how those objectives will be met if a student does not have access to a personal electronic device), subject area, duration of the use, and any other relevant information that will inform the decision (HRHS Personal Electronic Device Procedure.)
2. Personal electronic devices owned by students must be turned off or put on silent mode and stored out of view during instructional time in areas designated by school procedures (such as lockers, class holders, etc.) except when approved by administration as per above.
 3. Personal electronic devices shall not be used in areas where there is an increased expectation of privacy (e.g., washrooms, changing rooms, counseling rooms, etc.).
 4. Prohibited use of personal devices by students on school property, at school events and during school activities includes, but is not limited to:
 - a. Use that violates federal or provincial laws.
 - b. Theft of resources, including electronic data theft.
 - c. Creating, displaying, storing or sending fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful materials.
 - d. Cyber-bullying or bullying by electronic means.
 - e. Copying, downloading, transferring, renaming, adding or deleting information protected under copyright law.
 - f. Electronic transmission or posting of photographic images of a person or persons without permission of the person or persons being photographed.
 5. PEDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. The Division assumes no responsibility or liability for the safety, security, loss, repair or replacement of PEDs. The school is not responsible for students' personal electronic devices in the event of loss, damage or theft.
 6. The school administration maintains the right to augment this procedure to include non-instructional time (e.g., lunch, recess) with the consent of the Director.

7. Students who bring PEDs to the school are expected to comply with all parts of AP 305 – Student Conduct. Students who consistently refuse to comply with the Division’s procedures for use of PEDs in the school setting may be subject to disciplinary measures detailed in the school’s rules, as well as the steps outlined in AP 352 – Student Discipline.

8. Responsibilities

a. The principal shall:

- i. Ensure all parents/guardians are aware of appropriate behaviour, expectations of staff, students and parents/guardians for the use of personal electronic devices.
- ii. Administer appropriate disciplinary action aligned with school division administrative procedures.
- iii. Review, approve or deny applications for exceptions or accommodations to personal electronic device usage during instructional time.
- iv. Promote, support, and supervise safe and effective learning spaces in relation to personal electronic devices throughout the school.

b. Teachers shall:

- i. Be aware of the appropriate use expectations and communicate the expectations with students.
- ii. Ensure students are aware if, when, and how personal electronic devices are permitted for academic purposes.
- iii. Consistently model and enforce the school’s policies and procedures on the use of personal electronic devices.
- iv. Teach and model responsible digital citizenship.
- v. Follow AP 144 – Information Security.

c. Students shall be aware of and work within the expectations of this AP.

d. Parents/Caregivers shall:

- i. Be aware of the expectations set out regarding the use of personal electronic devices and the consequences of inappropriate usage of personal electronic devices.
- ii. Understand that as students do not have access to their personal electronic devices during instructional time, they will be unable to respond promptly to calls or texts. In case of emergency, parents/guardians will contact the school office.
- iii. Be encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with the use of personal electronic devices and the benefits of a cell phone-free environment.

9. Response to Inappropriate Usage

- a. A school principal can determine disciplinary action if expectations and compliance with the terms of AP 146 – Use of Personal Electronic Devices are not being met. Students who refuse to comply with the Division’s procedures for use of PEDs in the school

setting may be subject to disciplinary measures up to and including temporary confiscation of the PED.

10. Employee Use of Personal Electronic Devices

- a. The Superintendent of Learning shall ensure all new instructional staff are aware of the personal limitations for the use of PED's for students and staff.
- b. All division employees who bring PED's to school shall comply with the terms, conditions, and expectations of AP 146 - Use of Personal Electronic Devices.
- c. As PED's can be a distraction in the workplace, all division employees are asked to leave cell phones at their desk or in a secure place or location. Division employees should only use PED's for defined educational and work purposes or during instructional time. Personal use of PED should be scheduled during times outside of instructional time (e.g. breaks, recess, spares, lunch, etc.).
- d. In the event the use of a PED is necessary as part of an employee's position or medical restriction or limitation, it should be carried in silent or vibration mode whenever possible.
- e. Division employees are expected to exercise the same discretion when using their PED as they do when using division devices. Excessive personal use during the workday regardless of the device used can interfere with teaching, learning, and work environments. Staff who have not been able to change their behavior following administrative notification and supports, and who refuse to comply with division procedures for the use of PED's in the school setting, may be subject to disciplinary measures as outlined in AP 485 – Employee Termination and Progressive Discipline.