

## Student Use of Personal Digital Devices Administrative Procedure

AP 101.4

**Department:** Superintendent of Schools  
**Section:** System Administration

School principals are responsible to ensure that the Student Use of Personal Digital Devices Policy is effectively administered in their school. Principals shall ensure this policy is communicated effectively to students, staff and parents/guardians.

### **Specifically:**

Principals shall ensure students, staff and parents/guardians understand that:

- personal digital devices may not be used in any instructional areas during the school day, except under the supervision of and with the permission of the teacher in that instructional area.
- personal digital devices may not be used at any time where individual privacy must be protected, such as in washrooms or change rooms.
- personal digital devices may be used by students during non-instructional time in areas of the school where students are allowed to congregate if school policy allows such use.
- a school may decide, by school policy, to prohibit the use of any personal digital devices that have video/image recording and communication features.
- showing disrespect for another's privacy through improper use of a personal digital device and using communication features without permission during a test or examination will fall under the category of unacceptable behaviour as outlined in the [Nova Scotia's Provincial School Code of Conduct Policy](#).
- users that connect a personal digital device to the school network are governed by the Nova Scotia Department of Education and Early Childhood Development's [Provincial School Network Access and Use Policy](#).

### **Monitoring:**

- Superintendent of Schools is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

**Superintendent Approved:** September 7/04

**Ref:** BP 101.4, DEECD's Provincial School Network Access and Use Policy and the Provincial School Code of Conduct Policy

**Monitoring Date:** Annually

**Revised:** May 4/11, October 9/12, July 22/15, December 4/15; October 5/17