



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. Communication of the policy to students and families is especially important because widespread use of personal digital devices involves some complex issues.

Specifically:

- Principals shall ensure that:
 - this policy is communicated effectively to students, staff, and parents/guardians;
 - students and staff are aware of the areas of the school and the times of the school day where and when personal digital device use is prohibited;
 - the school policy is clear about whether or not the use of personal digital devices with video/image recording and communication features is prohibited;
 - students, staff, and parents/guardians understand that 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 an "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 *Public 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 Public School Network Access and Use Policy, Nova Scotia's Provincial School Code of Conduct Policy

Monitoring Date: Annually

Revised: May 4/11, October 9/12, July 22/15, December 4/15