

Curriculum & Instruction 8800	Administrative Application	
	Last Reviewed / Approved on:	December 29, 2025
	References:	Personal Electronic Devices Responsible Use in Schools – Policy, Guidelines & Model Administrative Procedure, August 2024 Saskatchewan Ministry of Education. Digital Citizenship in Saskatchewan Schools, 2015. Policy 1- Division Foundational Commitments and Board Strategic Plan Policy 2 – Role of the Board Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) is committed to the learning and well-being of our students. RCSD recognizes the value of educational technology towards improving student learning. In this context, smartphones/personal technology have the potential to be a powerful complement to the learning environment when aligned with responsible use and digital citizenship. However, a growing body of research points to problematic side effects related to distraction, focus and potential addiction to smartphones. Reflecting RCSD's strategic plan goals of well-being and engagement, this procedure contends that the visible presence of smartphones in classrooms during instruction will only be permitted when supported by a classroom management plan.

RCSD expects staff and students to model and reinforce socially responsible and respectful behaviours when using personal electronic devices so that teaching and learning can take place in a safe and effective learning environment.

Purpose

This administrative application outlines RCSD's guidelines and procedures on the use of personal electronic devices in schools.

Definitions

1. **Cyberbullying:** Cyberbullying involves the repeated use of technology in a manner intended to or that may be reasonably expected to cause damage to a person's well-being. It may involve the forwarding or spreading of hurtful, hateful, or embarrassing messages, images, and/or videos through email, texting, social media or other forms of electronic communication. It may also include the use of communication technologies to mock, threaten, or impersonate an individual. Encouraging or assisting with these behaviours would be considered cyberbullying as well.
2. **Digital citizenship:** Digital citizenship can be defined as the norms of appropriate and responsible online behaviour.

3. **Digital media literacy:** Digital media literacy is the ability to critically, effectively and responsibly access, use, understand and engage with media of all kinds.
4. **Instructional time:** Instructional time is any time in which pupils of a school are in attendance and under teacher supervision for the purpose of receiving instruction in an educational program, including work-experience programs, parent-teacher-pupil conferences, examinations, and other learning activities provided by the board of education.
5. **Personal Electronic Devices:** Personal Electronic Devices include, but are not limited to, any piece of lightweight electronically powered equipment. These devices are typically consumer electronic devices capable of communications, data processing and/or utility. Examples range from hand-held lightweight electronic devices such as tablets, e-readers and smart phones to small devices such as smart watches and electronic toys/gaming systems.

Application

1. RCSD restricts the use of personal electronic devices by students. Students in Kindergarten to Grade 12 shall not use personal electronic devices during instructional time.
2. 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 outcomes that will be met (and how those outcomes 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.
3. Personal electronic devices owned by students in grades K –8 must be turned off or put on silent mode and stored in the designated location within the classroom during instructional time except if an exemption has been granted in accordance with clause 7.
4. Personal electronic devices owned by students in grades 9 – 12 must be turned off or put on silent mode and stored in the designated location within the classroom during instructional time except when approved in accordance with clause 2 or if an exemption has been granted in accordance with clause 7.
5. Use of personal electronic devices is prohibited in areas where there is an increased expectation of privacy (e.g., washrooms, changing rooms, private counselling rooms).
6. 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, the principal or designate, and where the student is below the age of 18, the consent of the parent/guardian.
7. Exemptions approved by the school principal may be made when the device is required for specific medical conditions or for documented accommodations related to additional needs. This requires documentation aligned with Regina Catholic school procedures related to medical or educational accommodations.
8. The school principal maintains the right to augment this procedure to include non-instructional time (e.g. lunch and recess/breaks).
9. The school is not responsible for students' personal electronic devices in the event of loss, damage or theft.

Consequences of Inappropriate Usage

- 1. Inappropriate use of any electronic communication devices will result in the administration of appropriate disciplinary action as outlined in the student code of conduct and may result in disciplinary action up to and including confiscation, detention, suspension or expulsion.
- 2. Where information that could pertain to issues of safety and/or criminal activity is believed to exist on personal electronic devices, the devices may be accessed, the information reviewed, and the devices may be confiscated for further investigation by the school and/or by police authorities.

Responsibilities

- 1. **The principal shall:**
 - a. Ensure all parents/guardians are aware of appropriate behaviour, expectations of staff, students and parents/guardians for the use of personal electronic devices.
 - b. Administer appropriate disciplinary action aligned with the school code of conduct and RCSD's administrative procedures.

2. Staff shall:

- a. Be aware of the appropriate use expectations and communicate the expectations with students.
- b. Ensure students are aware when personal electronic devices are permitted for academic purposes.
- c. Consistently model and enforce the school's policies and procedures on the use of personal electronic devices.
- d. Teach and model for students, responsible digital citizenship.
- e. Follow school policy in place for usage of cell phones for staff.
- f. Communicate effectively with students to avoid any misunderstandings when they are using their cellphones for a purpose such as safety, to issue homework, issue rewards and sanctions or to use multi-factor authentication to access a learning resource.

3. Students shall:

- a. Be aware of and comply with the restrictions placed on the use of personal electronic devices during instructional time.
- b. Understand that compliance with acceptable usage is a condition of usage of personal education devices in the school and be aware of the consequences of non-compliance.
- c. Report misuse of personal electronic devices to the teacher and/or principal.
- d. Be aware of the risks that are associated with the use of personal electronic devices.

4. Parents/Guardians shall:

- a. Be aware of the expectations set out regarding the use of personal electronic devices and the consequences of inappropriate usage of personal electronic devices.
- b. 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.
- c. 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.