

## **ADMINISTRATIVE PROCEDURE – AP610-3**

### **Personal Mobile Device Use in Schools**

Area: Student Conduct & Safety  
Policy Reference: Code of Conduct Policy (PO610)

Approved: July 8, 2024  
Revised: October 2, 2025

#### **1. Purpose**

The purpose of this administrative procedure is to establish clear guidelines regarding personal mobile device (PMD) usage in schools. The goal is to minimize distractions, promote face-to-face interactions, ensure equity and inclusivity, enhance school safety, and encourage a positive school culture. Through the implementation of this administrative procedure, the Durham Catholic District School Board (the “Board”) demonstrates its commitment to prioritizing the educational needs and well-being of its students, while preparing them to thrive in an increasingly digital world.

#### **2. Definitions**

**Personal Mobile Device(s)** (*PPM 128 The Provincial Code of Conduct and School Board Codes of Conduct*) - any personal electronic device that can be used to communicate or to access the Internet, such as a cellphone, tablet, laptop or smartwatch.

#### **3. Procedures**

##### **3.1 General Requirements**

3.1.1 In accordance with Policy/Program Memorandum (PPM) No. 128, The Provincial Code of Conduct and School Board Code of Conduct, all members of the school community must not use PMDs during instructional time, with exceptions listed below and expanded upon in this procedure:

- For educational purposes, as directed by an educator
- For health and medical purposes
- To support special education needs

- 3.1.2 Access to social media sites will not be permitted on school networks or PMD, unless for work-related or pedagogical purposes.
- 3.1.3 The use of recording devices in the classroom (or school) is strictly prohibited to ensure the privacy and confidentiality of all students and staff. Students are not permitted to use devices (e.g., cellphone, smartwatches, glasses, or any other technology) that can record audio or capture photographic images. Sharing and recording videos or photos of individuals without explicit consent is strictly prohibited.
- 3.1.4 For reasons of privacy and to protect the dignity of all, the use of PMDs in washrooms is strictly prohibited.
- 3.1.5 Exceptions to section 3.1.3 may be granted for students who use tracking devices that contain recording and two-way communication features for safety purposes. These exceptions are to be made at the sole discretion of the school principal. Once approved, exceptions to 3.1.3. are conditional upon the completion of the Personal Mobile Device Features Deactivation Agreement (AF610-3A). Parents/Guardians must provide the signed Personal Mobile Device Features Deactivation Agreement to the school principal prior to a student being permitted to use the device at school.
- 3.1.6 Any student found using a PMD for recording purposes without prior authorization will be subject to disciplinary action, which may include confiscation of the device, suspension, or other appropriate measures as determined by the school principal.
- 3.1.7 Students and staff are encouraged to report any PMD violations to the school principal immediately.

## 3.2 Roles and Responsibilities

### 3.2.1 The Board will:

- a) remind Parents/Guardians/Caregivers annually of this administrative procedure, its requirements, and consequences for non-compliance.

### 3.2.2 Principals will:

- a) annually review this administrative procedure, its requirements, and consequences for non-compliance with students and school staff;
- b) with the co-operation of staff members, oversee the implementation and enforcement of PMD use in schools;
- c) establish a common practice for storage of students' PMDs and advise staff of expectations for the storage solution in their school;

- d) provide approval for the use of PMDs to support special education needs and/or for documented health and medical purposes by specific students where such use has been deemed necessary, in consultation with the parents/guardians/caregivers;
- e) provide training and guidance to staff on addressing violations in a consistent and fair manner in accordance with the Board's Student Discipline Policy (PO611) and its attendant administrative procedure (AP611-1);
- f) address violations to this procedure, which may include warnings, temporary confiscation of devices, parent/guardian/caregiver notification, and disciplinary action up to and including suspension.

### 3.2.3 Educators will:

- a) ensure a storage solution is in place for their students who bring a PMD to their classroom. Classroom teachers will oversee the storage of students' PMD(s) under direction of their principal;
  - i. require that in elementary classrooms, PMDs are turned off, set to silent mode, and stored out of view for the entire school day. If an educator sees a PMD that is not stored out of view, they must require the device be handed in for the instructional day and the device must be placed, by the student, in a storage area in a location designated by the principal;
  - ii. require that in secondary classrooms, PMDs are turned off, set to silent mode, and stored out of view during instructional time. If the educator sees a PMD that is not stored out of view, they must require the device be handed in for the instructional period and the device must be placed, by the student, in a storage area in a location in the classroom designated by the educator;
  - iii. Notwithstanding i) and ii) above, educators may permit the use of PMDs for a specified period of time for educational purposes;
- b) If the student does not hand in their PMD when required, they must be sent to the principal's office.

### 3.2.4 Students will:

- a) in elementary classrooms, store their PMD out of view and powered off or set to silent mode for the duration of the school day, including during recess and lunch hour (i.e., while on school property), except when their use is explicitly permitted by the educator under the circumstances outlined above;

- b) in secondary classrooms, store their PMD out of view and powered off or set to silent mode during instructional time, except when their use is explicitly permitted by the educator under the circumstances outlined above;
- c) be responsible for their PMD(s), appropriate use, and the consequences of not following Board/school procedures on PMD use;
- d) be responsible for their PMD(s) that may be lost, stolen and/or damaged, just as they are for other personal items they bring to school;
- e) be asked to immediately surrender their PMD if they do not adhere to Board policies and procedures related to PMD usage. PMD(s) are to be placed, by the student, in the designated storage area. Should the student not surrender the PMD when requested, they will be sent to the principal's office.

#### 3.2.5. Parents/Guardians/Caregivers will:

- a) review and reinforce with their children the expectations of this administrative procedure, its requirements and consequences for non-compliance;
- b)
  - (i) consult with the school regarding special education needs and/or health and medical concerns and request principal approval for the exceptional use of PMDs, where necessary;
  - (ii) where approval is granted by the principal under 3.2.5 b)(i), work collaboratively with the school team to establish the scope of use of PMDs that will be permitted.

## 4. Sources

- 4.1 [Policy/Program Memorandum \(PPM\) No. 128 – Provincial Code of Conduct and School Board Codes of Conduct](#)
- 4.2 [Policy/Program Memorandum \(PPM\) No. 145, Progressive Discipline and Promoting Positive Student Behaviour](#)
- 4.3 [Education Act](#)

## 5. Appendices

- 5.1 [Personal Mobile Device Features Deactivation Agreement \(AF610-3A\)](#)

## 6. Related Policies and Administrative Procedures

- 6.1 [Anti-Racism Policy \(PO200\)](#)
- 6.2 [Responding to Student Incidents of Racism and Discrimination Administrative Procedure \(AP200-1\)](#)
- 6.3 [Acceptable Use of Information and Communications Technology Policy \(PO431\)](#)
- 6.4 [Acceptable Use of Information and Communications Technology Administrative Procedure \(AP431-1\)](#)

- 6.5 Code of Conduct Policy (PO610)
- 6.6 Code of Conduct Administrative Procedure (AP610-1)
- 6.7 Student Discipline Policy (PO611)
- 6.8 Student Discipline Administrative Procedure (AP611-1)
- 6.9 Bullying Prevention and Intervention Policy (PO612)
- 6.10 Bullying Prevention and Intervention Administrative Procedure (AP612-1)



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## Personal Mobile Device Features Deactivation Agreement

This agreement is to be completed *after* an exception to AP610-3, section 3.1.3 is approved by school principal.

I, \_\_\_\_\_ the Parent/Guardian/Adult Student of \_\_\_\_\_  
(the “student”) who is currently a student at Durham Catholic District School Board  
 (“DCDSB”), have subscribed to \_\_\_\_\_ service (e.g.,  
AngelSense, medical application), which includes a personal mobile device  
 \_\_\_\_\_ (e.g., cellphone, smartwatches, GPS Tracker) for the purpose of  
(check all that apply):

Tracking (GPS)

Glucose Monitoring

Other (please describe):

This device may have voice features, including 2-Way Voice and 1-Way Voice; and may have the ability to record.

### Deactivation of Features

It is hereby agreed as of \_\_\_\_\_ (date):

- The following feature(s) of the student’s device will be disabled, as specified in the Deactivation Schedule (select all that apply)
  - 1-Way Voice
  - 2-Way Voice
  - Alarm (for AngelSense)
  - Recording
  - Photos/Videos
- In the event that the student elopes from DCDSB or any DCDSB-sponsored activity, Parents/Guardians/Caregivers can reactivate the voice features of the student’s device.

This agreement begins \_\_\_\_\_ and expires on \_\_\_\_\_.

**Deactivation Schedule**

The selected features will not be available during:

(e.g., - Days: Monday - Friday, Hours: 8:00 a.m. – 5:00 p.m.)

Days: \_\_\_\_\_ - \_\_\_\_\_, Hours: \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian/Adult Student Signature:

Date Signed:

Principal Signature:

Date Signed: