

POLICY 831: ~~Cell Phones and Personal Electronic Devices~~ ~~Personal Electronic~~ ~~Cell Phones & Digital Devices~~ ~~and District Cellular Phone~~

The Board of Education ~~of~~ School District No. 8 (Kootenay Lake) ~~recognizes~~ ~~Education believes~~ that ~~students, employees and guests may bring their~~ ~~your~~ own devices ~~(BYOD)~~ to school or worksites. ~~Personal Electronic Devices or “Bring Your Own Devices” (BYOD) will be used in a way~~ ~~Personal electronic~~ ~~appropriate use of cell phones and other digital devices will be used~~ ~~plays an important role in a way that is supportive of~~ ~~communications.~~ However, the ~~learning environment and consistent with the District and the School Code of Conduct.~~

Regulations

~~Each school shall develop guidelines for the acceptable use of personal electronic~~ ~~use of cell phones and digital devices by students~~ ~~can be disruptive and, in the classroom, school and, school sponsored or school related activities on or off school property.~~ Personal electronic devices ~~means any electronic device, service or system having the capability to store, record, and/or transmit text, images/video, or audio data designed or used~~ ^[SW1] ~~to assist in extended human potential~~ (including ~~but~~ not limited to computers, cell phones, ~~thumb drives~~, cameras, social networking sites, e-mail and voice services, school networks, etc.) owned and/or operated by the school district user, and excludes district owned technology ~~some cases, unsafe.~~

1. At no time will use of any personal electronic device invade or infringe upon the personal privacy or safety of any member of the school district community. ~~Furthermore,~~ ~~the~~ ~~district~~ ~~will~~ ~~not~~ ~~tolerate~~ ~~the~~ ~~publication,~~ ~~via~~ ~~computer,~~ ~~and/or~~ ~~other~~ ~~multi-media~~ ~~devices,~~ ~~of~~ ~~materials~~ ~~that~~ ~~creates,~~ ~~or~~ ~~are~~ ~~is~~ ~~likely~~ ~~to~~ ~~create~~ ~~an~~ ~~environment~~ ~~which~~ ~~negatively~~ ~~impacts~~ ~~or~~ ~~causes~~ ~~significant~~ ~~disruption~~ ~~to~~ ~~the~~ ~~district~~ ~~or~~ ~~school.~~ ~~and~~ ~~the~~ ~~School~~ ~~District~~ ~~No.~~ ~~8~~ ~~(Kootenay~~ ~~Lake)~~ ~~Policy~~ ~~310:~~ ~~Code~~ ~~of~~ ~~Conduct~~ ~~must~~ ~~be~~ ~~followed~~ ~~at~~ ~~all~~ ~~times.~~
2. District management reserves the right to access all files and content on personal devices connected to district networks to check for inappropriate use.
3. The Board accepts no responsibility for theft or damage that may occur to personal items brought to the school or worksite.

Employee

1. The Board recognizes that the cell phone can be a great tool for our employees. We encourage employees to use cell phones ~~for~~ ~~when:~~
 - a. Making or receiving work calls in the appropriate place and situation to do so.

- ~~b. For other work-related communication, such as t~~Text messaging or emailing for other work-related communication in appropriate places and situations.
 - ~~c. To s~~Scheduling and keeping track of appointments.
 - ~~d. To e~~conductingarry out work-related research.
 - ~~e. To k~~Keeping track of work tasks.
 - ~~f. To k~~Keeping track of work contacts.
- ~~2. It is at the discretion of your s~~Supervisors will determine as to whether or not your positions warrants a district cell phones.
- ~~3. Any additional roaming fees incurred on a district cell phone when travelling will be billed back to the appropriateyour~~ department or school.
- ~~4. Improperly~~ use of cell phones may result in disciplinary action.
- ~~5. Cell phone usage for illegal or dangerous activity, for the purpose of harassment, or in ways that violate School District No. 8 (Kootenay Lake) confidentiality may result in disciplinary action.~~
- ~~6. The following are School District No. 8 (Kootenay Lake) basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:~~
 - ~~a. Never use a cell phone when driving.~~
 - ~~b. Never use a cell phone when operating equipment.~~
 - ~~c. Do not use cell phones for surfing the internet or gaming during work hours.~~
 - ~~d. Avoid using work cell phones for personal tasks.~~
 - ~~e. Avoid using personal cell phones for work tasks.~~
 - ~~f. Do not use cell phones during meetings.~~
 - ~~g. Do not use cell phones to record confidential information.~~
- ~~7. The districtboard~~ assumes no obligation for support of personal equipment, ~~nor~~either will it accept any liability for modifications made to the equipment as a result of establishing a connection.

~~Student use of cell phones and digital devices is permitted in schools and on school trips, and functions at the discretion of the school staff.~~

~~Cell phone use by staff, trustees, parents, or volunteers, while driving a vehicle is restricted by law.~~