

Use of Personal Digital Devices in School

Number:	4.1.9
Responsible Executive:	Principal
Approval Authority:	School Authority
Effective Date:	June 8, 2026
Next Review Date:	June 7, 2031
Category:	High School

PURPOSE

This policy supports a focused, respectful, and safe learning environment by setting expectations for the use of personal digital devices by High School and English Studies students at Coquitlam College – Brookmere High School (the School). It aligns with applicable Ministry of Education and Child Care requirements regarding restrictions on personal digital devices in schools.

SCOPE

This policy applies to all students enrolled in High School and English Studies courses during instructional time.

POLICY STATEMENTS

1. The School supports learning environments that are focused, respectful, safe, and free from unnecessary distractions.
2. The use of personal digital devices during instructional time is restricted unless authorized by the Teacher for educational purposes or otherwise permitted under this policy.
3. The School recognizes that students may require access to personal digital devices for:
 - a. educational purposes;
 - b. accessibility or accommodation needs;
 - c. medical or health-related needs; or
 - d. other circumstances approved by the School.
4. Students must comply with directions provided by Teachers, the Principal, or other School employees regarding the use or storage of personal digital devices during instructional time.
5. The inappropriate use of personal digital devices may be addressed under this policy and other applicable institutional policies, including Student Academic Responsibility Policy 2.2.1 and Student Non-Academic Conduct Policy 2.2.2.

PROCEDURES

General Expectations

6. During instructional time, personal digital devices must be stored out of sight and on silent mode, unless otherwise authorized by the Teacher.
7. Instructional time includes, but is not limited to:
 - a. classes and labs;
 - b. tests and examinations;
 - c. assemblies and presentations;
 - d. learning support sessions; and
 - e. other educational activities organized by the School.

8. The use of personal digital devices is permitted during scheduled breaks and lunch periods unless otherwise directed by the School or a supervising employee.
9. Teachers may permit the use of personal digital devices during instructional time where the use supports learning, research, or other educational purposes.
10. Students must use personal digital devices only for the authorized activity and follow all directions provided by the Teacher.
11. The School is not responsible for lost, stolen, or damaged personal digital devices brought to school or School activities.

Accessibility, Accommodation, and Medical Needs

12. Students may use personal digital devices where required to support accessibility, accommodation, inclusion, or medical and health-related needs.
13. Students and parents or guardians are encouraged to discuss these needs with the Principal or designate where ongoing access to a personal digital device during instructional time may be required.

Privacy and Appropriate Use

14. Students must not use personal digital devices in a manner that:
 - a. disrupts learning or instructional activities;
 - b. violates the privacy of another person; or
 - c. conflicts with institutional policies or directions from employees.
15. Recording, photographing, or sharing images, video, or audio of students, employees, or School activities without permission is prohibited except where expressly authorized.

Corrective Responses

16. School employees may respond to inappropriate use of a personal digital device in a reasonable and proportionate manner based on the circumstances, including:
 - a. reminders or verbal direction;
 - b. requests to store or put away the cellphone;
 - c. temporary removal of the personal digital device for the remainder of the class or activity;
 - d. communication with parents or guardians; or
 - e. further corrective or disciplinary action under applicable institutional policies.
17. Where a personal digital device is temporarily removed from a student, the teacher will retain possession of the device and return it to the student at the end of the class or activity.

DEFINITIONS

Personal Digital Device: Any personal electronic device that can be used to communicate or access the internet, such as a cellphone, tablet, laptops, smartwatches, earbuds, gaming devices, and headphones.

RELATED RESOURCES

- Student Academic Responsibility Policy 2.2.1
- Student Non-Academic Conduct Policy 2.2.2
- [Provincial Standards for Codes of Conduct Order \(M276/07\), as amended](#)
- [Personal Digital Device Restrictions in Schools – Ministry of Education and Child Care](#)