



GBEEAB
EMPLOYEE USE OF EMPLOYEE SUPPLIED
PERSONAL ELECTRONIC DEVICES

The River East Transcona School Division recognizes that the use of employee supplied personal electronic devices is continuing to grow and expand. Furthermore, the division recognizes the value of such electronic communication devices to employees in terms of communication, collaboration, creativity and innovation.

It is the intent of this policy to manage the use of these employee supplied personal electronic devices in the school to prevent interference and also support teaching and learning opportunities.

This policy applies to the formal school day, including school-sponsored events, e.g., intramurals, extracurricular activities, and field trips.

All employee supplied personal electronic devices must be kept out of sight and turned off during instructional time, except with the knowledge and approval of the immediate supervisor and as a relevant part of the employee`s assignment.

The use of employee supplied personal electronic devices to invade personal privacy or contribute to behaviour that is injurious to another will be addressed through the divisional Code of Conduct. Employees who use employee supplied personal electronic devices to access, upload, download or distribute material that the division has determined objectionable will be subject to the provisions of the divisional Code of Conduct or other divisional policies. Where deemed appropriate, conduct that has been determined to be injurious or objectionable, may also be subject to discipline and/or police/legal action.

Employee use of employee supplied personal electronic devices for unauthorized purposes or at unauthorized times may be subject to discipline, up to and including termination.

The River East Transcona School Division will assume no responsibility in any circumstance for the loss, destruction, damage or theft of any employee supplied personal electronic device or for any communication bill associated with the unauthorized use of such devices. Employees are responsible for locating such lost or stolen items.

Effective Date:	February 21, 2017	Review Date:
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Board Motion(s):	35/17;216/17	
Legal/Cross Reference:		
