

River East Transcona School Division (RETSD) recognizes the role that schools have in teaching and supporting responsible use of electronic devices, and therefore requires employees to model responsible and ethical use. Personal electronic devices are defined as any personal (non-school) supplied device that has internet connectivity. A non-exhaustive list of personal electronic devices includes smartphones, smart watches, tablets, and other related technologies.

This policy applies to the formal school day, including school-sponsored events, e.g., intramurals, extracurricular activities, and field trips, and aligns with RETSD's policy and regulation JICJ and JICJ-R "Student Use of Student Supplied Personal Electronic Devices".

Employee supplied personal electronic devices:

- Must not be used by teachers and school staff at any grade level during instructional time, excluding lunch and break hours, unless for instructional purposes.
- Are not expected to be used to implement educational programming that RETSD/the individual school is obligated to provide.

Additionally, 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 up to and including termination and/or police/legal action.

RETSD will assume no responsibility in any circumstance for the loss, destruction, damage or theft of any employee supplied personal electronic device the lost associated with the use of such devices. Employees are responsible for locating these lost or stolen items.

Effective Date:	February 21, 2017	Review Date:
Amended Date:	September 19, 2017; December 17, 2024	
Board Motion(s):	35/17;216/17;286/24	
Legal/Cross Reference:	RETSD Code of Conduct; JICJ – Student Use of Student Supplied Personal Electronic Devices	
