



## **Policy on Personal Mobile Devices and Social Media**

**Purpose** To ensure a safe, respectful, and distraction-free learning environment that supports students' mental health, engagement, and academic success by regulating the use of personal mobile devices and social media within the school premises. This policy has been developed and implemented in response to the mandate from Alberta Education.

**Scope** This policy applies to all students, staff, and visitors on school property during school hours and at school-sanctioned events.

**Policy Statement** The use of personal mobile devices and social media must align with the principles of maintaining a welcoming, caring, respectful, and safe learning environment. The following standards are established to balance the benefits of technology with the need to minimize distractions and safeguard students' wellbeing:

### **1. Use of Mobile Devices**

- Mobile devices are to be powered off and stored in lockers, bags, or designated areas during instructional time unless expressly permitted for educational purposes by a teacher or school administrator.
- Mobile devices may be used by staff during non-instructional times (e.g., lunch breaks) in common areas, provided their use does not disrupt the school environment or violate this policy. Mobile devices may not be used during non-instructional times (e.g., lunch breaks) by students during the school day.
- Mobile devices may be used by staff during instructional time if going off-site or for communication purposes with the school office.

### **2. Prohibited Uses**

- Use of mobile devices for bullying, harassment, or any form of intimidation.
- Sharing or accessing inappropriate content, including but not limited to explicit material or content that undermines the respectful learning environment.
- Unauthorized recording or photography of individuals within the school premises.

### 3. **Social Media Conduct**

- Students and staff must adhere to respectful and responsible behavior when engaging on social media platforms, whether on or off school premises.
- Posts or messages that target individuals for bullying, discrimination, or harassment are strictly prohibited and may result in disciplinary actions.
- Sharing school-related information or media on social platforms must comply with school confidentiality policies and privacy laws.
- Students are not permitted to access social media platforms on school owned devices or on the school network. Such social media platforms include Facebook, Snapchat, Instagram, Twitter, Tiktok, and other social media that are deemed inappropriate and irrelevant to educational purposes.

### 4. **Educational Use**

- Teachers may integrate mobile devices into classroom instruction for specific activities under clear guidelines.
- Students must adhere to usage guidelines provided by their instructors during such activities.

### 5. **Violations and Disciplinary Actions**

- Unauthorized use of mobile devices during instructional time will result in confiscation. Devices will be returned at the end of the day or after a parent/guardian conference, depending on the severity of the infraction.
- Misuse of mobile devices or social media, especially when it leads to harm or disruption, will result in consequences ranging from warnings to suspensions or other disciplinary measures as per the school's code of conduct.

## **Roles and Responsibilities**

- **Students:** Comply with the policy and use mobile devices and social media responsibly.
- **Parents/Guardians:** Support the policy by reinforcing its principles and monitoring their child's use of technology.
- **Staff:** Model appropriate use of technology, enforce the policy consistently, and provide guidance on responsible digital citizenship.
- **School Administration:** Ensure the implementation and communication of the policy, provide resources for digital education, and address violations promptly.

**Implementation and Review** This policy will be reviewed annually to ensure it remains relevant and effective. Feedback will be considered during the review process.

**Effective Date** This policy is effective as of January 1, 2025