

## **145 USE OF PERSONAL MOBILE DEVICES**

### **Background**

Openness to new and future technologies and their educated use create opportunities for many constructive and positive uses that can aid the instructional process. Further, the regulated use of some personal mobile devices in the school and community may contribute to the safety and security of students and staff. However, unregulated use of such devices may pose a risk to personal safety; may disrupt instruction; may invade personal privacy, and may compromise academic integrity.

### **Definition**

“Personal mobile devices,” means any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, earbuds, or smartwatch;

### **Procedures**

1. The use of personally owned cell phones and/or mobile devices will be limited in Division schools during instructional time.
2. Students may not use personal mobile devices during instructional time. If children and student have personal mobile devices with them during instructional time, they are required to keep these devices on silent or powered off, and stored out of view;
3. Students may not access social media on school networks or on school devices (see also AP 146).
4. Principals may have additional guidelines or restrictions for the use of personal devices in their school and every teacher may have additional guidelines or restrictions for the use of personal devices in their classroom. Personal mobile devices shall be used in classrooms for instructional purposes only.
5. Limited Use Exceptions are permitted:
  - a. Limited use of personal mobile devices must be permitted, as determined by a principal or equivalent, for health or medical reasons or to support special learning needs;
  - b. Limited use of personal mobile devices may be permitted for educational or other purposes, as determined by a principal or equivalent; and
  - c. Limited access to social media may be permitted, as determined by a principal or equivalent.

6. Students and staff are responsible for the content of the data stored on their personal devices when using that personal device in a school.
7. Personal mobile devices are not to be operated by students during regularly scheduled instructional time, or during any school-sponsored activity, such as an assembly or talk by a guest speaker, unless such use is approved by the classroom teacher or supervisor to facilitate learning activities.
8. Personal mobile devices are not to be taken into test or examination settings, unless students have been given permission to do so.
9. Personal mobile devices are not to be used in settings such as change rooms, washrooms, private counselling rooms, that have the potential to violate a person's reasonable expectation of privacy.
10. Students are expected to comply with each school's procedures for use of personal mobile devices in the school setting. Students who refuse to comply will be subject to progressive disciplinary measures detailed in the school's procedures, as well as the steps outlined in Administrative Procedure 340 – Student Conduct and Administrative Procedure 350 – Suspension and Expulsion.
11. Staff who bring personal mobile devices to school shall comply with Administrative Procedure 140 TECHNOLOGY ACCEPTABLE USE and Administrative Procedure 141 PORTABLE TECHNOLOGY SECURITY. Staff are expected to be role models for students. Cell phones are to be stored out of view.
12. The Superintendent requires principals to clearly communicate procedures to students, parents, staff and other members of the school community annually and is required to ensure that the procedures are readily accessible to the school community and public.
13. During an emergency, such as a lockdown or an evacuation, the Principal will develop and inform the school community of the acceptable use of personal mobile devices in that emergency situation.
14. The Superintendent requires principals to clearly articulate issues relating to student-owned devices to students, parents, and staff. These include, but are not limited to storing the devices in a secure location, responsibility in case of loss, theft or damage and technical support.
15. Personal mobile devices are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. The Division assumes no responsibility for the safety, security, loss, repair or replacement of Personal mobile devices.

- a. Personal mobile devices which are taken temporarily from students by teachers or administrators must be securely stored.

### **Reference**

Section 31,33,52,53,196,197, 222 Education Act

Government of Alberta Ministerial Order #014-2024

### **History**

Developed: January 2020

Amended: August 2024