

F- 10 Student Use of Personal Mobile Devices

The purpose of this procedure is to regulate the use of Personal Mobile Devices (PMDs) and social media access in alignment with Ministerial Order #014/2024.

In order to provide all students and staff with a safe and focused learning environment, Calgary Arts Academy has implemented a measured approach to protect students by restricting the use of social media and personal mobile devices such as personal cell phones, smartwatches and iPads, during school hours, including off campus excursions, to reduce distractions and bullying, maximize learning time and support student mental health.

Procedures

1. Children and students may not use personal mobile devices during instructional time.
2. Principals may have additional guidelines or restrictions for the use of personal devices in their school,
3. If children and students have personal mobile devices with them during instructional time, they are required to keep devices on silent or powered off and stored out of view, in backpack packs or lockers.
4. Exceptions may be granted by request in writing to the principal for educational purposes.
 - 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.
 - C. Limited access to social media may be permitted, as determined by a principal or equivalent.
5. Children and students may not access social media on school networks or on school devices.
6. Common social media sites will be blocked for students on the School Division Network and school division-owned devices used by students. The list of restricted sites will be updated as new sites and platforms
7. Students and staff are responsible for the content of the data stored on, accessed by, or communicated from their personal devices.
 - A. Unauthorized use of personal mobile devices to capture or share images and videos of students, staff, or school property is strictly prohibited. Such actions may result in disciplinary measures and must be reported immediately to the school administration.
 - B. Personally identifiable information about others shall not be shared via personal mobile devices or through social media in connection with the school or during school division events except where authorized by the FOIP Act.
8. PMDs are not to be taken into test or examination settings unless students have been given permission to do so.
9. PMDs are not to be used in settings such as change rooms or washrooms that have the potential to violate a person's reasonable expectation of privacy.
10. PMDs are not to be used in private counseling rooms without the consent of the counselor and all participants in the counseling session.
11. Staff are expected to model the expectations of this administrative procedure and limit

their use of personal mobile devices to the operational and instructional needs of their instructional spaces.

12. Students who bring PMDs to the school are expected to comply with all parts of Student Technology Agreement. Students who consistently refuse to comply with the Division's procedures for using PMDs in the school setting may be subject to disciplinary measures.
13. The Superintendent requires principals to clearly articulate procedures relating to PMDs to students, parents, and staff annually through the Calgary Arts Academy Student Technology Agreement.
 - A. When mobile devices are temporarily confiscated from students by staff, devices must be securely stored in the principal's office.
 - B. Discipline for inappropriate possession and/or usage shall be progressive and may include:
 - i. Asked to put away.
 - ii. Conversation with the student and/or parent.
 - iii. Temporary confiscation, where student or parent may regain collect the personal mobile device at a later time; and/or;
 - iv. Prohibition of personal mobile devices on school property.
 - v. Prohibition of access to school division network privileges.
 - vi. Suspension and/or expulsion.
14. PMDs are valuable electronic devices. The security and storage of these items are the sole responsibility of the owner/user. The Division assumes no responsibility for the safety, security, loss, repair, or replacement of PMDs.
 - A. PMDs that are taken temporarily from students by teachers or administrators must be securely stored in the principal's office.