

	<i>Chinook's Edge School Division – Administrative Procedure</i>	
	AP 2 - 28 Use of Cellphones, Personal Electronic Devices, and Social Media	
Related Policies:		Initial Approval: December 18, 2024
Related Procedures: AP 2-20 Technology Access AP 2-27 Social Media		Last Amended:
Exhibits:		Last Reviewed:

Standards for the Use of Personal Mobile Devices and Social Media in Schools

PURPOSE:

As per Ministerial Order (#014/2024) the use of personal mobile devices in schools can be a source of distraction that can negatively impact children’s and students’ mental health, engagement, and learning.

Students are entitled to welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self, and the use of personal mobile devices can be used to harm, bully, and otherwise compromise this environment.

To ensure a focused and distraction-free educational environment, this administrative procedure outlines the policies regarding the use of cellphones, personal electronic devices, and social media in K-12 schools.

Scope: This procedure applies to all Chinook’s Edge students within Chinook’s Edge School Division.

DEFINITIONS:

Social Media: Social media refers to websites and applications that enable users to create and share content or to participate in social networking. Examples include, but are not limited to, platforms such as Facebook, X (Twitter), Instagram, Snapchat, TikTok, and any other similar online services.

Cellphone or personal mobile device: means any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet or smartwatch.

Instructional Time: Instructional Time includes all scheduled class time, as well as any time outside the classroom where teachers actively guide student learning to meet curriculum and instructional plan objectives.

Non-instructional time: Includes time during the school day when students are not scheduled to

be with a teacher. This includes before and after school, breaks (but not including breaks during instructional time), and lunch.

Confiscation: Occurs when a Principal or designate such as a staff member takes into their possession a student's personal mobile device. This does not include instances where staff simply direct students to store their devices in designated locations, such as lockers, backpacks, or storage containers. Chinook's Edge encourages the practice of the Principal or designate when required, to initiate the confiscation of a student's personal mobile device.

Progressive Discipline: Is a structured approach to addressing student misbehavior that involves a series of increasing consequences. It aims to teach responsibility, and maintain a positive learning environment.

PROCEDURES:

1. K-8 Schools:

- a. Student cellphones and personal electronic devices are not permitted in classrooms and school premises during school hours.
- b. Social media access is prohibited on all school and divisional networks.
- c. Teachers and principals may permit students to use personal laptops and Chromebooks for educational purposes, provided they are connected to the Chinook's Edge School Division network and do not have independent internet access capabilities.

2. Grade 9-12 Schools:

- a. Student cellphones and personal electronic devices are not permitted to be used in instructional spaces and or during instructional time.
- b. All devices must be turned off and stored in school lockers, personal bags, out of sight, or in other school storage areas designated by the principal.
- c. Social media access by students is prohibited on all school and divisional networks.
- d. Teachers and principals may permit students to use personal laptops and Chromebooks for educational purposes, provided they are connected to the Chinook's Edge School Division network and do not have independent internet access capabilities.

3. Role of the Principal:

- a. The principal will communicate this administrative procedure to staff and students to ensure the appropriate use of personally owned devices and internet services
- b. Annually the principal in conjunction with division messaging will ensure all parents are aware of appropriate behavior expectations of students' use of personal mobile devices and internet services.
- c. The Principal shall formulate and communicate guidelines governing the permissible use of personal mobile devices by students during their presence on school property or attendance at school-sponsored functions.

- d. The Principal has the authority to temporarily restrict, and/or prohibit personal mobile device usage while individuals are on school property and/or in attendance at school sponsored activities.
- e. If mobile devices are temporarily confiscated from students by staff, devices must be securely stored in the office or in a school designated area. The division is not responsible for the safety, security, loss, repair, or replacement of confiscated devices.
- f. The Principal may authorize a limited specific use of Personal Mobile Devices for educational or other purposes during the school day where appropriate.
- g. The Principal will ensure that parents are notified when students are in non-compliance with this procedure.

4. Exemptions:

The principal may exempt students who require a personal mobile device for inclusion or medical purposes. Such exemptions will necessitate appropriate documentation and will be indicated on the student's Medical Safety Plan (for medical reasons) or Learning Support Plan/Individualized Program Plan (for inclusion).

5. Enforcement and Consequences

Principals will develop guidelines to ensure the informed use of personal mobile devices and will implement a progressive disciplinary process. Parents will be informed if their child fails to adhere to school policies and procedures.

*Examples of progressive discipline **may** include:*

First Offense: Student is reminded of the rules and is directed to store the personal mobile device as per the school rule.

Second Offense: The device will be confiscated and returned to the student at the end of the school day. The student will receive a warning, and the parent/guardian will be notified.

Third Offense: The device will be confiscated and returned to the parent/guardian only. The student will be required to attend a meeting with the principal and their parent/guardian.

Fourth Offense: A meeting will be held with the student, parent/guardian, and principal to discuss further action.

- 6. This AP will be communicated to all students, staff, and parents at the beginning of each school year and will be included in communication related to school rules and student expectations.
- 7. This AP will be reviewed annually to ensure its effectiveness and relevance. Feedback from staff, students, and parents will be considered in the review process.

References and Links:

[Alberta Education Ministerial Order: 014/2024](#)