Administrative Procedure 317
Students

Use of Personal Mobile Devices and Social Media

Background

STEM Collegiate recognizes that 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. STEM Collegiate also wishes to improve learning outcomes by supporting a distraction-free learning environment that promotes students' well-being and limits opportunities for bullying.

STEM Collegiate recognizes that the use of personal mobile devices in schools can be a source of distraction that can negatively impact students' mental health, engagement, and learning. STEM Collegiate also recognizes that the use of personal mobile devices can be used to harm, bully, and otherwise compromise this environment.

To promote a positive learning experience and learning environment at school, and in accordance with the Government of Alberta Ministerial Order (#014/2024), **Standards for the Use of Personal Mobile Devices and Social Media in Schools,** STEM Collegiate limits the use of personal mobile devices and limits access to social media during the instructional day at school.

Definitions

"personal mobile device": For the purposes of this administrative procedure, "personal mobile device" means any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, or smartwatch.

"social media": For the purposes of this administrative procedure, "social media" means online platforms, websites, and apps that allow users to publicly or privately create, share, or exchange content, such as messages, photos, or videos, and interact with others in real time. These platforms include, but are not limited to, social networking sites like Instagram, Snapchat, TikTok, Facebook, and Twitter, as well as messaging services with social features like WhatsApp and Discord.

"staff": For the purposes of this administrative procedure, "staff" means any teacher, support staff, administrator, or substitute teacher at STEM Collegiate.

Procedures

The following procedures will be followed to meet the requirements for Ministerial Order (#014/2024).

1. STEM Collegiate students cannot use their personal mobile device except for their laptop in any capacity during the school day.
    a. Students are allowed to have in their possession their personal laptops. Laptop use in the classroom may be authorized by the classroom teacher.
    b. Students can access their laptops at other times (such as during lunch) as determined by the principal.

2. Immediately upon entering the building, prior to the morning warning bell, students must
    a. power down the personal mobile device other than laptop by turning it completely off (airplane mode is insufficient), and
    b. secure their personal mobile device in their locker.

3. The personal mobile device other than laptop is to remain off and in the student's locker until the end of the last period of the school day.

4. If a student is in possession of a personal mobile device other than during school hours, STEM Collegiate staff shall confiscate it and, as soon as they are able, bring it and the student to the office. Office staff will label the device with the student's name and grade and put it in a secure location. The student returns to class after the personal mobile device has been securely stored.

5. Students may not access social media on school networks or on school devices. These sites will be blocked.

Limited Use Exceptions

STEM Collegiate allows for the following limited use exceptions:

- Limited use of personal mobile devices will be permitted, as determined by a principal or equivalent, for health or medical reasons or to support special learning needs.
    - Any requested health or medical exceptions, either temporary or long-term, must be supported by a letter from an attending physician or by providing other sufficiently detailed medical documentation to support the request.

    - In these situations, on a case-by-case basis, the principal will work with the family to develop an alternative cell phone mitigation plan that takes into consideration the students' medical needs. The principal ensures all staff are aware of any exceptions granted and have written copies of the established plan.
- Limited use of personal mobile devices may be permitted for educational or other purposes, as determined by a principal or equivalent.

- Limited access to social media may be permitted, as determined by a principal or equivalent.

Progressive Discipline

These progressive discipline steps will be followed when a student is in violation of the procedures.

1ST OFFENCE – The personal mobile device is confiscated for the remainder of the school day. The student may collect the personal mobile device at the end of the school day, after a discussion with the principal, and a review of this administrative procedure.

2ND OFFENCE – The personal mobile device is confiscated for the remainder of the school day. The student's parents/guardians will be notified via email, and the student may collect the cell phone at the end of the day after a discussion with the principal.

3RD OFFENCE – The personal mobile device is confiscated for the remainder of the school day. Parents/guardians will be notified via a phone call. The parents may collect their child's personal mobile device when they are able. The student is not to bring a peronal mobile device into the school for the remainder of the academic year.

4TH OFFENCE – The personal mobile device is confiscated for the remainder of the school day. Parents/guardians will be contacted via a phone call from the Principal and invited to an in-person meeting. The student may be issued a suspension for up to 5 days.

Students who refuse to hand over their cell phone upon request from any STEM Collegiate staff will immediately be sent to the principal, or designate, and parents/guardians will be contacted by phone. The School's Code of Conduct will be applied.

Roles and Responsibilities

1. **Students are responsible for**
    a. reviewing and signing with their parents the STEM Collegiate Student Personal Mobile Device Policy Form,
    b. ensuring their personal mobile device is securely locked in their locker upon entering the school until the end of the last period of the day, and
    c. handing over their personal mobile device to any staff who requests it when it is visible during the hours of instruction including lunch and breaks.

2. **Parents are responsible for**
    a. reviewing and signing with their child the STEM Collegiate Student Personal Mobile Device Policy Form, and
    b. supporting the school's **Use of Personal Mobile Devices and Social Media** expectations and procedures.

3. **Teachers are responsible for**
    a. communicating and reviewing the school's supporting the school's **Use of Personal Mobile Devices and Social Media** expectations and procedures with their students, and
    b. consistently upholding the **Use of Personal Mobile Devices and Social Media** expectations and procedures.

4. **Office Staff are responsible for**
    a. ensuring confiscated personal mobile devices are correctly labelled and secured when a phone is confiscated, and
    b. Ensuring the **Use of Personal Mobile Devices and Social Media Form** is uploaded in each parent/guardian's 'School Engage' account in August/Sept.

5. **School Administration is responsible for**
    a. communicating and reviewing the school's supporting the school's **Use of Personal Mobile Devices and Social Media** expectations and procedures with staff, and
    b. administering the progressive discipline procedures in a fair and consistent manner.

6. **IT Personnel are responsible for**
    a. ensuring that social media platforms and sites are blocked from student use.

Communication

The expectations and procedures regarding the Use of Personal Mobile Devices and Social Media will be reviewed annually with staff and students, and clearly communicated to parents at the start of each school year.