

## Alberta Education Policy A-06 Student Personal Mobile Device Use Policy

### Purpose

HLG is committed to providing a learning environment that encourages student engagement and wellbeing by setting clear guidelines for the use of personal mobile devices.

### Definitions

**Personal Mobile Devices (PMD)** – Any personal electronic device that can be used to communicate with or access the internet, such as a cell phone, tablet, laptop, or smartwatch, with the exception of any device permitted by the principal.

**Social Media** – Platforms and applications that enable users to create and share content or participate in social networking.

**Instructional Time** – Includes time scheduled for the purposes of instruction, examination/testing, and other student activities where direct student-teacher interaction and supervision are maintained whether on campus or off campus.

**Instructional Staff** – Teachers and other members of the school’s faculty who work directly with students.

### Guidelines

1. This procedure applies to all students attending Calgary Academy.
2. Students in Kindergarten through Grade 8 are:
  - a. not permitted to use personal mobile devices at any time during the school day, unless specifically authorized by the school’s administration or teachers.
  - b. not permitted to use personal mobile devices during off-site activities.
3. Students in Grades 9 through 12 are:
  - a. not permitted to use personal mobile devices during instructional time and during student spares while on campus, unless specifically authorized by the school’s administration or teachers.
  - b. permitted to use their personal mobile devices during lunchtime.
  - c. not permitted to use personal mobile devices during off-site activities without prior approval from the Senior School Assistant Principal.
4. Students are expected to abide by the “Acceptable Use of Technology Agreement”, which each student signs at the beginning of each school year.



5. Students with health or medical needs may be granted permission to use a personal mobile device on a case-by-case basis through a parent agreement approved by an Assistant Principal.
6. Assistant Principals may permit the use of personal mobile devices for specific educational purposes on a case-by-case basis. Instructional staff must discuss the intended activity ahead of time and the use of personal mobile devices should enhance the learning outcomes.
7. In the event of an unforeseen circumstance, either the Principal or Assistant Principals will communicate acceptable use of personal mobile devices.
8. Students are strongly encouraged to leave their personal mobile devices at home. Students who choose to bring their personal mobile devices to school do so at their own risk. The school assumes no liability for lost, stolen, or damaged personal mobile devices.
9. The school network restricts students' access to social media platforms. Students are not permitted to access social media platforms during instructional time, including the use of personal cellular data. Exceptions may be considered by the Assistant Principal of the students' division.
10. Personal mobile devices are not permitted to be used in hallways or any other space in the building during instructional time, unless otherwise specified by an Assistant Principal or instructional staff member.
11. Personal mobile devices are never to be used in settings such as washrooms, change rooms, or any other space that has the potential to violate a person's privacy.
12. Failure to abide by these guidelines will result in the following progressive discipline structure:
  - a. First Concern:
    - i. The student's device will be confiscated by a staff member and held until the end of the day. If a personal mobile device is confiscated in the hallway, it will be delivered to the Front Desk and stored in a secure location where it can be retrieved at the end of the day.
  - b. Second Concern:
    - i. The student's device will be confiscated and delivered to the Front Desk and stored in a secure location, where it can be retrieved at the end of the day. Parents will be made aware of this by the school.
  - c. Third Concern:
    - i. The student's device will be confiscated and delivered to the Front Desk and stored in a secure location, where it can be retrieved at the end of the day by the student's parent/guardian.
  - d. Additional Concerns:
    - i. Further concerns will indicate that the student is not committed to following the expectations of the school and further disciplinary action will be considered in collaboration with parents.
13. Parents who wish to communicate with their child must contact the Front Desk, who will then ensure that the student gets the information they need.



14. This procedure will be communicated to students, staff, and parents/guardians at the beginning of each school year and reinforced through additional communications. Information on responsible personal mobile device use will be made available through the Calgary Academy Family Handbook.

## References

*Education Act, SA 2012, c E-0.3 as amended*

*Ministerial Order (#014/2024) – Standards for the Use of Personal Mobile Devices and Social Media in Schools*  
*Use of Personal Mobile Devices and Social Media in Schools Frequently Asked Questions. Alberta Education.*

## Cross References

Policy 6 – Learning

Policy 11 – Digital Citizenship

Policy 17 – Cyber Security

Procedure A-01 – Off-Site Activities

Procedure A-02 – Student Code of Conduct and Progressive Discipline

Procedure A-08 – Student Care and Safety

Procedure C-15 – Social Media and Digital Citizenship

Acceptable Use of Technology Agreement

Calgary Academy Family Handbook

