

**Policy 2.22**

**Category: Charter Board Governance and Operations**

**Personal Mobile Devices and Social Media in School**

**BACKGROUND**

Alberta Education recognizes that personal mobile devices can be an important research and learning tool in schools. However, *“the use of personal mobile devices in schools can be a source of distraction that can negatively impact children’s mental health, engagement, and learning; is of significant concern...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...the Government of Alberta wishes to improve learning outcomes by supporting a distraction-free learning environment that promotes children’s and students’ wellbeing and limits opportunities for bullying...”*

*Ministerial Order (#014/2024) Standards for the Use of Personal Mobile Devices and Social Media in Schools.*

While CAPE believes that technology is an integral part of the teaching and learning in our school, CAPE shares concerns about its possible abuse and misuse in schools and the possible negative impacts on mental health, engagement and learning. CAPE adheres to Ministerial Order (#014/2024) *Standards for the Use of Personal Mobile Devices and Social Media in Schools.*

**POLICY STATEMENT**

The CAPE Charter Board recognizes the valuable role that technology plays within education in general and, more specifically, in supporting the specific needs of students, the access it provides to information, and the inherent ability to make learning more effective and efficient. However, the Board also recognizes the negative impacts technology can have on students, staff, parents, and the school community, if abused or misused.

**DEFINITIONS**

1. **Mobile device** - any personal portable electronic device that can be used to communicate with or without access to the internet, such as cellphones, tablets, laptops, personal digital assistants (PDAs) or smartwatches. This list of examples is not all inclusive.
2. **Social media** - websites and applications that enable users to create and share non-educational or teacher-unapproved content or to participate in social networking; such as facebook, instagram, snapchat, tiktok, twitter, linkedin, whatsapp, wechat, discord, quora, Tumblr, telegram. This list of social networking platforms is not all inclusive.
3. **Ministerial Order** - an order created under the authority granted to a minister under a statute or regulation.

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4. **School authority** - any Alberta public or separate school board, Francophone regional authority, charter school, operator or a private school, or private early childhood services operator.

## GUIDELINES

5. The purpose of this policy is to set out the general restrictions about the use of personal mobile devices and restrict access to mobile devices, social media and limited use exceptions within the CAPE campus.
6. This policy complies with the minimal standards set forth in the Ministerial Order (#014/2024) *Standards for the Use of Personal Mobile Devices and Social Media in Schools* as they pertain to CAPE in particular.
7. CAPE implemented the one-on-one technology program in 1994 and continues to provide technology in the form of iPads to each grade 4 through 9 student. CAPE has developed the Digital Citizenship policy in January 2019. Policy 2.22 strengthens CAPE's existing technology use policy and expands its scope to address the personal mobile devices as mandated by the Ministerial Order Personal Mobile Devices and Social Media in School.
8. General restrictions:
  - 8.1 CAPE children and students shall not use personal mobile devices during instructional time and during any other time during the school day, within the building and on the playground, while on school-sponsored field trips and activities during school hours or outside of school hours.
  - 8.2 More specifically, CAPE children and students shall not use personal mobile devices during any school-sponsored activity, such as an assembly, talk by a guest speaker, test or examination settings and in areas such as change rooms, wash rooms, private counselling rooms, that have the potential to violate a person's reasonable expectation of privacy.
  - 8.3 CAPE staff shall not use personal mobile devices during instructional time.
  - 8.4 CAPE administrators shall use personal mobile devices with discretion.
  - 8.5 Children and students shall not access social media on the CAPE school network or on school devices.
  - 8.6 CAPE staff shall not access social media on the CAPE school network or on school devices during the work day, unless it is a requirement of their position.
  - 8.7 All devices must be on silent or powered off and stored out of view.
9. Limited Use Exceptions:
  - 9.1 Limited use exceptions apply to all individuals within the CAPE campus.

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- 9.2 Limited use of personal mobile devices is permitted for health or medical reasons or to support learning needs, or in support of a documented safety plan.
- 9.3 Limited use of personal mobile devices is permitted for educational purposes.
- 9.4 Limited use of personal mobile devices is determined by the Principal or equivalent according to information provided by parents, health professionals, the Director of Student Services, and/or any other professional and defined within the Individual Program Plan of the child/student.
- 10. Storage:
  - 10.1 The Principal is responsible for determining the appropriate type and location of storage receptacles in each class for personal mobile devices. Possible storage types include hanging pouches or non-transparent storage boxes located in each teaching space.
  - 10.2 Teachers are responsible for ensuring that the devices are properly stored and use of the devices is monitored.
  - 10.3 Support staff is responsible for assisting in the monitoring and storage of the devices.
- 11. Social media access:
  - 11.1 The Principal is responsible for ensuring that social media access is restricted in accordance with this policy.
- 12. Discipline:
  - 12.1 CAPE adheres to a progressive discipline approach.
  - 12.2 Upon a first infraction, the teacher confiscates the device and keeps it for the day, the student can pick up the device at the end of the school day, and parent(s) is/are notified by e-mail.
  - 12.3 Upon a second infraction, the teacher confiscates the device and keeps it for the day, the parent(s) is/are notified by email, the parent(s) pick(s) up the device at end of the day.
  - 12.4 Upon a third infraction, the device will not be allowed at school, the parent(s) will be notified by e-mail.
- 13. Compliance:
  - 13.1 The CAPE Charter Board expects that all staff, students and parents comply with this policy and the Ministerial Order (#014/2024) *Standards for the Use of Personal Mobile Devices and Social Media in Schools*.
  - 13.2 The CAPE Charter Board expects all staff to implement this policy consistently and equitably.
  - 13.3 The Principal is to monitor the implementation of this policy and apply administrative guidelines whenever it is deemed that the policy is not being followed.

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14. Communication:  
The Superintendent is to ensure that this Policy and the associated Administrative Procedures are posted on the CAPE website, that staff is not only aware of this Policy and the associated Administrative Procedures but also have the opportunity to ask questions. Parents are to be made aware of this Policy via e-mail that will include URLs for ease of access in September of each school year.
15. The Superintendent will ensure that stakeholders have the opportunity to contribute to the development of this Policy through stakeholder consultations and to the annual reviews of this policy.
16. In the event of 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.
17. There are risks involved with bringing a Personal Mobile Device to school, including theft, loss, damage, and disclosure of personal information. As it is a personal choice to bring a Personal Mobile Device to school, CAPE assumes no responsibility for the safety, security, loss, repair or replacement of Personal Mobile Devices which are required to be stored during instruction time as set out by this Policy.

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#### References:

*CAPE charter 2024*

*CAPE Policy 7.06 Digital Citizenship*

*Education Act 2023*

*Ministerial Order (#014/2024) Standards for the Use of Personal Mobile Devices and Social Media in Schools.*

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Adopted: September 25, 2024

Motion: #2024-09-25-07