

HORIZON SCHOOL DIVISION	Policy Code:	IGB
POLICY HANDBOOK	Policy Title:	Personal Mobile Devices
	Cross Reference:	Policy HG: Citizenship in a Mobile Age, IFGA Search and Seizure, IG: Student Discipline, IGD suspension and expulsion
	Legal Reference:	Ministerial Order (#014/2024)
	Adoption Date:	May 28, 2024
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT PERSONAL MOBILE DEVICES AND SOCIAL MEDIA OFFER POTENTIAL OPPORTUNITIES FOR COMMUNICATION, INFORMATION ACCESS AND ENHANCED OPPORTUNITIES FOR INSTRUCTION AND LEARNING, BUT THAT RESTRICTED USE OF PERSONAL MOBILE DEVICES AND SOCIAL MEDIA IN SCHOOLS AND THE DIVISION IS REQUIRED, PARTICULARLY AS IT RELATES TO STUDENT USE OF CELL PHONES AND SOCIAL MEDIA TO ENSURE THE PROMOTION OF CARING AND RESPECTFUL LEARNING AND WORKING ENVIRONMENTS. AS SUCH, THE BOARD EXPECTS SCHOOLS TO IMPLEMENT SCHOOL BASED PRACTICES TO ENSURE APPROPRIATE USE OF PERSONAL MOBILE DEVICES AND ACCESS TO SOCIAL MEDIA ON THE DIVISION’S NETWORK SO THAT PRACTICES CONTRIBUTES TO THE ONLINE SAFETY AND SECURITY OF STUDENTS AND STAFF, MAXIMIZE LEARNING, IMPROVE LEARNING OUTCOMES BY SUPPORTING DISTRACTION-FREE LEARNING ENVIRONMENTS THAT PROMOTES STUDENTS’ WELLBEING AND LIMITS OPPORTUNITIES FOR BULLYING, AND PROTECTS PERSONAL PRIVACY AND ACADEMIC INTEGRITY.

DEFINITION

Confiscation: means when staff take possession of a student’s personal mobile device. Devices are not necessarily considered confiscated when staff direct students to place a device somewhere (e.g. in their locker, backpack, on the teacher’s desk, in a personal mobile devices storage container etc).

Instructional Time: includes all time during a scheduled period where students are in the classroom, or time outside the classroom where teachers take responsibility for ensuring that learning activities for students are directed toward achieving the outcomes of approved programs of study and instructional support plans.

Non-instructional time: Includes time during the school day where students are not scheduled to be with a teacher. This includes before and after school, breaks, and lunch.

Personal Mobile Devices: means any personal electronic devices that can be used to communicate with or access the internet or cellular network, such as a cellphone, tablet, computer, gaming device, or smartwatch.

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GUIDELINES:

1. The following policy applies to the use of student personal mobile devices and student access to social media on the division’s network during the school day, and during school sanctioned events, on or off-campus.
 - 1.1. Students who bring personal mobile devices to school are expected to comply with this policy.
 - 1.2. Those who refuse to comply with this policy may be subject to disciplinary measures.
2. Schools have the right and authority to temporarily confiscate, restrict and/or prohibit cell phone usage while individuals are on school property and/or in attendance at school sponsored activities.
 - 2.1. Schools are encouraged to, put in place restrictions that require students to keep their phones on silent or powered off and stored out of view for the entire day for kindergarten to Grade 8 classrooms.
 - 2.2. Schools should take into consideration the following when deciding on restrictions and/or prohibition:
 - 2.2.1. the student population at the school (e.g. student’s age and developmental stage);
and
 - 2.2.2. clear and consistent expectations at the end of a class when students are done early as this can be a problematic time that should be monitored.
 - 2.3. Confiscation, restrictions and/or prohibition may extend to;
 - 2.3.1. students and/or staff;
 - 2.3.2. instructional time;
 - 2.3.3. non-instructional times;
 - 2.3.4. periods of time students are being transported;
 - 2.3.5. co-curricular, extra-curricular activities, including school sanctioned events, on or off-campus; and
 - 2.3.6. specific locations within the building and/or school property.
3. School administrative procedures may include guidelines for parent/staff, parent/student, staff/student, staff/staff, and student/student communication during the school day.
4. School administrative procedures may include guidelines for parent/staff, staff/student, and staff/staff communication after the school day, such as;

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- 4.1. reasonable response timeframes;
- 4.2. evening, weekend, and holiday response expectations; and
- 4.3. professionalism, and appropriateness of communication

REGULATIONS

1. The division shall restrict student access to all social media platforms on school networks and school devices.
 - 1.1. Limited access to social media may be permitted, as determined by a principal, to meet learning outcomes.
2. Each school shall adopt administrative procedures governing the acceptable use of personal mobile devices while students are on school property and/or in attendance at school sponsored activities. School administrative procedures shall include:
 - 2.1. roles and responsibilities of staff, students, and parents in ensuring compliance with this policy;
 - 2.2. that parents must be notified when students are in non-compliance with this policy;
 - 2.3. at minimum, that student personal mobile devices shall be powered off or placed in silent mode and stored out of view during instructional time;
 - 2.3.1. Accommodations for the limited usage of personal mobile devices during instructional time are required:
 - 2.3.1.1. for educational purposes, including digital literacy, as determined by the principal;
 - 2.3.1.2. to support, monitor, or regulate an identified health and/or medical condition as per a student’s school medical plan as determined by the principal;
 - 2.3.1.3. to support an identified inclusive educational need (accessibility and accommodation need), including mental health need as per the student’s individual support plan as determined by the principal; and/or
 - 2.3.1.4. emergencies whether real or practice.
 - 2.3.1.4.1. In the event of an emergency, the principal or designate will communicate acceptable use of personal mobile devices.
 - 2.4. Address the location(s) and /or manner(s) in which personal mobile devices are to be stored

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out of view;

2.4.1. Schools are expected to communicate that the security and storage of these items is the sole responsibility of the student.

2.4.2. That notwithstanding confiscation for the purpose of discipline, the division assumes no responsibility for the safety, security, loss, repair, or replacement of such items, except in the case of gross negligence.

2.4.3. When mobile devices are temporarily confiscated from students by staff, devices must be securely stored.

2.5. discipline for inappropriate possession and/or usage, shall be progressive and may include:

2.5.1. asked to put away;

2.5.2. conversation with student and/or parent;

2.5.3. temporary confiscation, where student or parent may regain access//collect the personal mobile device at a later time; and/or

2.5.4. prohibition of device on school property.

2.6. that personal mobile devices are prohibited:

2.6.1. from being used in bathrooms and changing rooms; and

2.6.2. during test or examination settings, unless students have been given explicit permission to do so by the teacher administering the test or exam

2.7. that schools are not public buildings, and sharing and recording videos and/or photos of individuals without explicit consent is prohibited.

2.7.1. Videos and photos may be taken during public events located on school property when there is not a reasonable expectation of privacy.

3. School administrative procedures must be shared annually with parents, staff, and students annually and ensure that policies and/or procedures are readily accessible to the school community and/or public.

4. The principal may authorize any specific use of a personal mobile device during the school day on a case-by-case basis.