

## **Personal Electronic Device Policy**

### **McKenzie Highlands School**

Welcome back to another exciting school year. This letter is to remind students, parents and guardians of the Personal Electronic Device policy of Alberta Education, the CBE and McKenzie Highlands School.

This [policy](#) complies with the [Ministerial Order](#) provided by the Government of Alberta.

CBE cares about the mental health and well-being of students. Restricting access to personal mobile devices and social media has improved student achievement and learning outcomes. CBE strongly recommends students simply leave their devices at home, because in most cases, personal mobile devices are not needed to support student learning.

For students in kindergarten to Grade 9, CBE will use 'away for the day' guidelines similar to what many schools have been using in recent years. Personal mobile devices brought to school including cell phones, tablets, gaming devices, laptops, smart watches, Meta Glasses, Bluetooth speakers/headphones or any personal electronic device that can be used to communicate with or access the internet must be powered off or set in silent mode and stored out of sight in student lockers. 'Away for the Day' means that there will be no Personal Mobile Device used in the school building at all during the school day, including nutrition breaks and lunch.

If a student is found to be using a personal mobile device in school without permission from the teacher, the CBE will work with the student to ensure the rules are understood. We rely on good communication and other existing processes to ensure students know what is expected. When necessary, schools will use a [progressive student discipline](#) approach in working with students. Further infractions will be handled in the following ways:

#### **First Incident: Verbal Warning and Confiscation**

Student is reminded of the expectations regarding responsible use of Personal Mobile Devices and/or social media. They will turn in the mobile device to the teacher who will give it to the office, and it will be returned at the end of the day.

#### **Second Incident: Confiscation and Parent/Guardian Informed**

Student will turn in the mobile device to the teacher who will give it to the office, and it will be returned to the student at the end of the school day. Parent/guardian is informed by the teacher.

### **Third Incident: Confiscation, Parent/Guardian Involvement and Progressive Discipline**

Student will turn in the mobile device to the office and will have a half day in-school suspension to be served in the office. They can retrieve the phone at the end of the school day from the office. An Administrator will contact the parents/guardians to inform them of the repeated infractions and the consequences.

### **Fourth Incident: Loss of Privileges and Progressive Discipline**

Students will serve a one day out of school suspension. Upon returning to school the student will not bring the mobile device to school or will turn it into the office at the beginning of day and retrieve it when they leave for the day. Further Incident(s) will result in other actions as determined by the administration in consultation with parent/guardian. Further infractions could include increasing the length of out of school suspensions.

Students who are in possession of their phones and refuse to give it to a staff member are not in compliance with the Student Code of Conduct. Refusal to hand over a personal mobile device will result in an automatic  $\frac{1}{2}$  day in-school suspension for a first occurrence. Further infractions could include increasing length of in-school suspension or issuing an out of school suspension.

Students who are in possession of a personal mobile device in a change room or bathroom are in violation of the CBE Student Code of Conduct and the Digital Citizenship Policy of the school. To assure safety and privacy for all students in these areas of the school, students in violation will receive a minimum one day out of school suspension, the length to be determined by administration in consultation with the parent/guardian.

These new rules will apply to all students, with exceptions for students using devices for health and medical needs, and to support specialized learning needs for educational purposes.

For students who require access to a personal mobile device for documented health and medical needs, it is advised that parents complete and submit a [Student Health Plan](#) as soon as possible and submit it to the main office.

For students who require access to a personal mobile device to support an identified educational need that is specifically referenced in an educational assessment, families

should contact Student Services in the main office to discuss this being included as an accommodation or support in the student's individual program plan (IPP).

For English as an Additional Language Learners who require access to a personal mobile device, a new PMD Exception form will be approved by School Administration in conversation with parents/guardians and Student Services.

- Student Services Contact Information
  - o Ms. Jenine Foster; [jrfoster@cbe.ab.ca](mailto:jrfoster@cbe.ab.ca)

Also, aligned with the Ministerial Order, the CBE will restrict student access to all known social media platforms on the CBE network.

This policy will be in place for the first day of school and will be covered in detail with students in the first few days of the school year.

For further resources, please view additional information on our CBE website.

Thank you for your continued support.

Sincerely,

Daryl Martin, Principal

McKenzie Highlands School