

Administrative Procedure 145 - Procedure for Personal Mobile Device Use

Purpose

To establish clear procedures for the use of cellphones and other personal electronic devices in classrooms to minimize distractions, enhance learning environments, and address concerns related to mental health and safety.

Scope

This procedure applies to all students, staff, and visitors within school premises during school hours.

Guideline Statement

Cellphones and other personal electronic devices can support learning but may also serve as distractions if used inappropriately. This policy aims to strike a balance between leveraging technology for educational purposes and maintaining a focused and respectful learning environment.

Mobile devices definition encompasses a wide range of portable electronic devices designed to be easily carried and used. This includes, but is not limited to, smartphones, tablets, netbooks, digital media players, and wearable technology such as smartwatches, headphones and smart glasses.

Clearview Public Schools and its staff are not responsible for any damage to or theft of a student's mobile device, therefore students must properly secure and take care of their own devices. If students need to place an emergency phone call during class, they should request to use a school phone.

School Responsibilities

1. All schools in Clearview Public Schools will develop a Personal Mobile Device Use Procedure. The minimum requirements for this procedure are found below.
2. All schools will submit their Personal Mobile Device Use Procedure to the Assistant Superintendent of Learning Services prior to the beginning of the school year for approval.
3. Principals will communicate their Personal Mobile Device Use Procedure to all students, staff and parents at the beginning of every school year.
4. Principals will ensure that their Personal Mobile Device Use Procedure is included in their handbooks and posted to their website.

Procedures

1. **General Use (minimum requirements)**
 - **Kindergarten to Grade 6:** Personal mobile devices must be kept in silent mode or powered off and stored in lockers or designated areas throughout the school day.
 - **Grades 7 to 12:** Personal mobile devices must be kept in silent mode or powered off and stored in backpacks, lockers or designated locations throughout instructional

time. Students may use their devices outside of instructional hours as determined by the Principal.

- Mobile device use is prohibited in washrooms/change rooms.

2. Limited Use Exceptions

- Limited use of personal mobile devices must be permitted, as determined by a principal, for health or medical reasons or to support special learning needs. This must be documented within the Ongoing Student Health Support Plan or Individual Program Plan (IPP);
- Limited use of personal mobile devices may be permitted for educational or other purposes, as determined by a principal.

3. Social Media

- “Social media” is broadly defined as websites and applications that enable users to create and share content or to participate in social networking. Examples include, but are not limited to, Facebook, Instagram, Snapchat, X, Youtube and TikTok.
- Students may not access social media on school networks or on school devices.
- Limited access to social media may be permitted, as determined by a principal in consultation with the Assistant Superintendent of Learning Services.

4. Teacher and Staff Responsibilities

- Staff need to be familiar with Clearview’s AP 145 Procedure for Personal Mobile Device Use.
- Staff need to be familiar with their School’s Procedure for Personal Mobile Device Use (if different from the Divisions.)
- At the beginning of the year staff must go over the school’s Personal Mobile Device Use procedure with students.
- Staff should remind students of the mobile device procedures regularly and enforce it consistently.

5. Student Responsibilities

- Students need to be familiar with Clearview’s AP 145 Procedure for Personal Mobile Device Use in Classrooms.
- Students need to be familiar with their School’s Procedure for Personal Mobile Device Use in Classrooms (if different from the Divisions.)
- Students should discuss with their parents the responsible use of their personal mobile devices while at school.

6. Parent Responsibilities

- Parents and guardians are encouraged to talk with their children about the potential risks and benefits of technology and the importance of responsible Internet and Social media usage. This includes their online profiles, group chat, and chats on gaming consoles. Discuss the importance of respecting privacy and protecting personal information in age-appropriate ways.
- In emergency situations, or when time is of the essence, parents should contact the school through the main office phone.

7. Progressive Discipline Approach (minimum requirements - schools may choose to incorporate stricter guidelines, which will be outlined in the School Procedure.)

- **First offense:** The student’s mobile device will be confiscated by a staff member and held in the classroom until the end of class. The student’s parent/guardian may be contacted and informed of the student’s failure to follow the mobile device procedures.

- **Second offense:** The student's mobile device will be confiscated and held in the school office until the end of the school day. The student's parent/guardian will be contacted and informed of the student's refusal to follow the mobile device procedures.
- **Third & subsequent offenses:** The student's mobile device will be confiscated and held in the school's office until the student's parent/guardian is able to come and pick it up. Repeated violations of the mobile device guideline will result in escalating consequences, including parent-teacher meetings, detention, and potentially restricting the student's ability to bring a device to school.

8. **Communication**

- Mobile Device Use procedures will be communicated to students, parents, and staff at the beginning of each school year and as needed throughout the year.
- Feedback from the school community will be solicited periodically to ensure the procedure meets the needs of staff and families.

Review and Evaluation

This procedure will be reviewed annually by the division administration and adjusted based on feedback from the school community and emerging best practices.

Reference: Section 31, 33, 52, 53, 196, 197, 222 Education Act

Effective: 1998-05-14

Amended: 2016-06-16; 2022-01-01, 2024-08-28