



Personal Mobile Device Plan 2024-25

Personal mobile device (PMD) ownership and use have surged in the last decade, offering enhanced communication, information access, and instructional opportunities. However, these devices can also distract and negatively affect children and students' mental health, engagement, and learning. Regulating PMD use in schools is necessary to foster welcoming, caring, respectful, and safe environments. Proper use ensures student and staff safety, reduces risks to wellbeing and instructional disruption, and safeguards privacy and academic integrity.

Personal mobile device (PMD) is defined as any personal electronic device that can be used for communication or to access the internet, including, but not limited to, cellphones, tablets, laptops, smartwatches, e-readers, handheld gaming consoles, and portable media players.

Use of PMDs

Students shall not access a PMD during instructional times unless:

- 1) documentation is provided to the principal that confirms the use is for a diagnosed health or medical condition.
- 2) documentation is provided to the principal or designate that confirms the use if for an identified special learning need.
- 3) given permission by the teacher for a specific educational task or purpose.

General Information

During instructional time all devices brought to school are to be out of sight and either powered off or in silent mode. Students can access their PMD during break periods – for example, before and after school, class breaks and lunch breaks. If students have a spare, they are welcome to work in the library or in the foyer and may access their PMD.

Students shall not take PMDs into test or examinations settings. PMDs also shall not be used in change rooms, washrooms, private counselling rooms or any setting that has the potential to violate a person's reasonable expectation of privacy.

If teachers would like for students to access their PMD during instructional time, teachers will give specific instructions and timeframes.

Storage of PMDs

We recommend students leave PMDs at home. Students who choose to bring PMDs to school do so at their own risk. The security and storage of these devices is the sole

responsibility of the owner or user, and Fort Saskatchewan High School and Elk Island Public Schools assumes no responsibility for the safety, security, loss, repair or replacement of the PMD.

Progressive Discipline

Students will be held accountable for their behaviour and conduct as outlined in [AP 350: Student Code of Conduct](#). If a student uses their personal mobile device when not permitted to do so, we will follow progressive disciplinary practices and parents/guardians will be notified as outlined below.

	Disciplinary practice
First Infraction	The teacher will verbally warn the student and make a record of it.
Second Infraction	The PMD will be sent to the office. The student will be permitted to collect their PMD at the end of the school day. Parents or guardians will be notified.
Third Infraction	The student will be subject to school discipline as determined by administration. Parents or guardians will be notified.

The principal or teacher will consider individual circumstances and may move further down the disciplinary practice as required.

Parent/Caregiver Communication with Students

Parents are asked to refrain from contacting their child/student on their PMD during the school day. Parents can contact the school office at 780-998-3751 who can facilitate contact with their child/student during the school day, if needed.

FAQ

1. Can I have my phone on my desk face down during class?

No. During instructional time all devices brought to school are to be out of sight and either powered off or in silent mode. Only when a teacher directs students to use PMDs for an educational purpose may student have their PMD visible in class.

2. For the initial violation, does the consequence apply per period, daily, per semester, or annually?

The consequences for the initial violation are implemented on an annual basis. This means that any disciplinary action taken because of the first infraction will be in effect for the remainder of the school year. Subsequent violations within the same school year will result in the progression to the next step in the disciplinary process.

3. What will happen after the 3rd offence?

After the third offense, students will be disciplined according to the [Student Code of Conduct in Administrative Procedure \(AP\) 350](#). This may result in consequences ranging from detention to suspension or more, depending on the severity of the violation.

4. Where will students store their mobile devices while they are at school?

Students bringing devices to school must turn them off or set them to silent and keep them out of sight unless approved by staff for educational, health, or specialized learning needs. Storage should be in backpacks, lockers, or designated areas as directed by school staff.

5. What happens if a student's PMD is damaged or stolen at school?

Owners are responsible for the security and storage of personal mobile devices (PMDs); Fort High and EIPS will not be liable for loss, damage, or theft. Parents and students should use security features like passwords. If a PMD is confiscated for policy breaches, we will store it securely.

6. Can staff confiscate a personal mobile device from a student?

Administrators or teachers may confiscate and then store a student's mobile device in a secure location during the school day in accordance with [AP 350: Student Code of Conduct](#).

7. Do students have access to technology to learn in school?

EIPS schools offer technology for student use during educational activities. Teachers facilitate access to these resources, typically eliminating the need for personal device use unless exceptions are made for health or specialized learning requirements.

8. Can staff use personal mobile devices in school?

EIPS staff may use their mobile devices as they may be required for work tasks and authentication into EIPS applications.

9. Can students use a PMD during the bus ride to and from school?

Students may use their PMDs on the bus to and from school, adhering to the school's digital citizenship guidelines. Inappropriate use can lead to consequences, including potential loss of riding privileges, as determined by the school principal.