

**Purpose:**

Under Section 108 (3) of the Education Act, the Council is committed to fostering a **welcoming, caring, respectful, and safe learning environment** that limits distractions and promotes student well-being. This policy ensures the responsible use of personal mobile devices within SSDEC schools, acknowledging both their potential educational benefits and their potential to disrupt the learning environment. The use of personal mobile devices must align with the broader guidelines established in **Policy IFCB – Acceptable and Ethical Use of Computers, Mobile Devices, Email, and Internet**.

**General Use Guidelines:**

**1. During Instructional Time:**

- All student personal mobile devices, including cell phones, smartwatches, and headphones, must be turned off and stored out of sight (e.g., in lockers or backpacks) during instructional time unless explicitly approved by the teacher for educational purposes.
- Wearables, such as smartwatches, must be placed in “airplane mode” during instructional time to avoid distractions.
- Students may not access social media on school networks or school devices during instructional hours, except where required for educational purposes under teacher supervision.

**2. Use in Non-Instructional Settings:**

- Outside of instructional time (e.g., during breaks or lunch), individual schools may allow device use in designated areas. However, device use must adhere to the school’s broader code of conduct, ensuring respectful and responsible behavior at all times.

**3. Device Storage Requirements:**

- Students who bring devices to school must store them in a secure, out-of-sight location (e.g., in a backpack or locker) and set them to silent mode or turn them off during class. Teachers may also designate specific areas within the classroom for device storage if necessary.

**4. Photography/Recording:**

- The use of any device’s photography, audio, or video recording features requires prior approval from a staff member to protect the privacy of staff and students.

**5. Consequences for Non-Compliance:**

- Students who do not comply with the personal mobile device policy will face progressive disciplinary actions, including verbal warnings, confiscation, and parental notification.
- Repeat violations may lead to device confiscation by school administration, with the device returned only to a parent or guardian.

**6. Emergency Contact:**

- Parents/guardians should contact the school’s main office to speak with their child in case of an emergency. Students wishing to contact their parents during school hours must

obtain permission from school staff to use a school phone.

**7. Educational and Health-Related Exceptions:**

- **Health and Medical Needs:** Students may use personal mobile devices for medical reasons (e.g., managing health conditions) as documented in their health plan and approved by the principal.
- **Educational Use:** Teachers may permit the use of personal devices for specific learning activities, which should be planned in advance and aligned with instructional objectives.
- **Additional Exceptions:** Any other exceptions for device use must be pre-approved by the school principal and documented in the student's Individual Education Plan (IEP).

**Reference to Policy IFCB:**

This policy works in conjunction with **Policy IFCB – Acceptable and Ethical Use of Computers, Mobile Devices, Email, and Internet**, which outlines the broader guidelines for responsible and ethical use of all SSDEC technology resources.

Reference: *SSDEC Policy IFCB – Acceptable and Ethical Use of Computers, Mobile Devices, Email, and Internet*  
*Education Act, s.108 (3)*  
*SSDEC Computer Acceptable Use Guidelines*

Date: September 2024