

## **112 General AP – Use of Personal Mobile Devices and Social Media**

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### **Purpose/Background**

Prairie Rose students deserve a distraction free learning environment in which they can nurture a sense of belonging and positive sense of self.

### **Definitions**

**Personal Mobile Devices (PMD):** Any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, gaming device or smartwatch. This may also include devices capable of communicating with a PMD (i.e. Bluetooth devices).

**Social media:** Online platforms and applications that enable users to create, share, and interact with content and communicate with others. These platforms typically allow users to create profiles, post text, images, videos, and other media, and engage with the content of others through likes, comments, and shares. Examples of popular social media platforms include Facebook, X, Instagram, TikTok, SnapChat and LinkedIn. Excluded from this definition for the purposes of this administrative procedure is PRPS Education Suite products.

**Instructional Time:** Includes time scheduled for the purposes of instruction, examination/testing, and other student activities where direct student-teacher interaction and supervision are maintained whether on-campus or off-campus, including but not limited to in class instruction & activities, assemblies, guest speaker presentations and field trips.

### **Procedure**

1. Students shall not use their PMD during instructional time unless such use is approved by the classroom teacher to facilitate learning activities.
2. Students will not access social media on school networks or on school devices.
3. Student PMDs are not permitted to be used in bathrooms or change rooms under any circumstances.
4. Student PMDs are valuable devices. The security and storage of these items is the sole responsibility of the owner or user. PRPS assumes no responsibility for the safety, security, loss, repair, or replacement of student PMDs.
5. Students who choose to bring one or more PMD to school must store the device(s) out of sight and in silent mode or powered off during instructional time.
6. Notwithstanding clause 3, student PMDs temporarily confiscated by teachers or administrators must be stored securely.

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7. Administrators or teachers may permit the use of PMDs for specific learning activities that are planned and structured to enhance learning outcomes.
8. Student PMDs are not permitted to be used during a test or in an exam setting unless students have been given explicit permission by the teacher or supervisor administering the test or exam in order to accommodate an identified educational, health, or medical need.
9. Parents and Guardians are asked to refrain from contacting their child/student on their PMD during the day to avoid unnecessary distraction.
  - a) Parents and Guardians can contact the school office who can facilitate contact with their child/student during non-instructional time for non-emergent circumstances or immediately for emergent circumstances.
10. After consulting with their school council community, a PRPS School Administration team may ban the use of PMDs during class breaks, recess, lunch break and/or while on campus.
  - a) This decision will be made by the school administrators and will be communicated with students and families annually, at the start of each school year.
11. Consequences for Non-Compliance – **all Incidents requiring documentation shall be completed using a designated school form/entry process**
  - a) First Incident
    - i. Action: Verbal Warning
    - ii. Description: The student is reminded of the expectations regarding responsible use of PMDs and/or social media.
    - iii. Follow-Up: The teacher will notify the student of the potential consequences for repeated offenses.
    - iv. Follow-Up: The teacher will document incident/conversation as per school designated process
  - b) Second Incident
    - i. Action: Confiscation and Parent/Guardian Informed
    - ii. Description: The student will turn in the PMD to the teacher, and it will be returned to the student at the end of class.
    - iii. Follow-Up: The teacher will document incident/conversation as per school designated process; inform the student that subsequent offenses may result in more significant consequences. Parent/Guardian is informed by the teacher.

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- c) Third Incident
  - i. Action: Confiscation and Parent/Guardian Involvement
  - ii. Description: The student will turn in the PMD to the office and can retrieve the device at the end of the school day from the office. School administration will document incident as per school designated process.
  - iii. Follow-Up: An Administrator will contact the Parents/Guardians to inform them of the repeated infractions to discuss the issue and reinforce the procedure and to notify of next step.
- d) Fourth Incident
  - i. Action: Loss of Privileges
  - ii. Description: The student will turn in the PMD to the office. For a period of one school week, the student will not bring any PMDs to school or will turn PMDs into the office at the beginning of each day; collecting the PMDs at the end of the school day.
  - iii. Follow-Up: School administration will document incident as per school designated process. An Administrator will contact the Parents/Guardians to inform them of this incident and the associated action. A formal letter will be sent home to the Parents/Guardians from school administration outlining the repeated offenses and the disciplinary actions taken. School administration will document the incident.
- e) Further incident(s) may result in the initiation of processes as per Administrative Procedure 303 – Student Code of Conduct, at the discretion of the school administrator.
  - In all cases, if cyberbullying is evident, a student may be subject to in-school suspension, out of school suspension or other corrective consequences at any point as per Administrative Procedure 303, Student Code of Conduct.

12. This procedure will be communicated to students, staff, and Parents/Guardians at the beginning of each school year and reinforced through regular reminders.

- a) Information on responsible personal mobile device and social media use will be made available through school / student handbooks, the school website, and other appropriate channels.

13. This procedure will be reviewed annually to ensure compliance with provincial regulations and to address any emerging issues related to the use of PMDs in schools.

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**References**

[Ministerial Order \(#014/2024\) - Standards for the Use of Personal Mobile Devices and Social Media in Schools](#)

[Standards for the Use of Personal Mobile Devices and Social Media in Schools – Parent Guide AP303 Student Code of Conduct](#)

[Education Act Sections 11, 31, 32, 33, 36, 37, 52, 53, 196, 197, 222, 257](#)

[CBE Administrative Regulation No. 6008](#)

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