

STANDARDS FOR THE USE OF PERSONAL MOBILE DEVICES AND SOCIAL MEDIA IN SCHOOLS POLICY



November 2025

The board of Parkland Community Living and Supports Society (Parkland CLASS) believes that personal mobile devices and social media offer potential opportunities for communication, information access and enhanced opportunities for instruction and learning. However, restricted use of personal mobile devices and social media in schools is required, to ensure the promotion of caring and respectful learning and working environments. As such, the board expects Parkland School to implement school-based practices to ensure appropriate use of personal mobile devices and access to social media while on Parkland School grounds. These practices contribute to the online safety and security of students to maximize learning, improve learning outcomes, support distraction-free learning environments, promote students' wellbeing, limit opportunities for bullying, and protect personal privacy and academic integrity.

DEFINITIONS

Confiscation: means when staff take possession of a student's personal mobile device. Devices are not necessarily considered confiscated when staff direct students to place a device somewhere (e.g., in their backpack, on the teacher's desk, in a personal mobile devices storage container etc.).

Instructional Time: includes all time during a scheduled period where students are in the classroom, or time outside the classroom where teachers take responsibility for ensuring that learning activities for students are directed toward achieving the outcomes of approved programs of study and individual program plans.

Non-instructional time: Includes time during the school day where students are not scheduled to be with a teacher. This includes recess and dismissal.

Personal Mobile Devices: means any personal electronic devices that can be used to communicate with or access the internet or cellular network, such as a cellphone, tablet, computer, gaming device, or smartwatch.

GUIDELINES

1. The following policy applies to the use of student personal mobile devices and student access to social media on the Parkland School's network during the school day, and during school sanctioned events, on or off-campus.
 - 1.1. Students who bring personal mobile devices to school are expected to comply with this policy.
 - 1.2. Those who refuse to comply with this policy may be subject to disciplinary measures.

PROTOCOL

1. Parkland School shall restrict student access to all social media platforms on school networks and school devices.
 - 1.1. Limited access to personal mobile devices/social media may be permitted for educational or other purposes, as determined by the Principal, in order to meet learning outcomes or to support special learning needs.
2. Parkland School shall adopt administrative procedures governing the acceptable use of personal mobile devices while students are on school property and/or in attendance at school sponsored activities. School administrative procedures shall include:
 - 2.1. Roles and responsibilities of staff, students, and parents in ensuring compliance with this policy;
 - 2.2. That parents must be notified when students are in non-compliance with this policy;
 - 2.3. At minimum, that all personal mobile devices shall be powered off or placed in silent mode and stored out of view in students' backpack or baskets during instructional time;
 - 2.3.1. Accommodations for the limited usage of personal mobile devices during instructional time are required:
 - 2.3.1.1. For educational purposes, including digital literacy, as determined by the Principal;
 - 2.3.1.2. To support, monitor, or regulate an identified health and/or medical condition as per a student's school health records as determined by the Principal;
 - 2.3.1.3. To support an identified inclusive educational need (accessibility and accommodation need), including mental health need, as per the student's individual program plan as determined by the Principal; and/or
 - 2.3.1.4. Emergencies whether real or practice.
 - 2.3.1.4.1. In the event of an emergency, cell phone use will be allowed for internal and external communication.
 - 2.4. Address the location(s) and /or manner(s) in which personal mobile devices are to be stored out of view.
 - 2.4.1. Schools are expected to communicate that the security and storage of these items is the responsibility of the student with guidance from Parkland School staff.
 - 2.4.2. Parkland School assumes no responsibility for the safety, security, loss, repair, or replacement of such items, except in the case of gross negligence when devices are confiscated.
 - 2.4.3. When mobile devices are temporarily confiscated from students, devices must be securely stored.
 - 2.5. Discipline for inappropriate possession and/or usage, shall be progressive and may include:
 - 2.5.1. Asked to put away;
 - 2.5.2. Conversation with student and/or parent;
 - 2.5.3. Temporary confiscation, where student or parent may regain access/collect the personal mobile device at a later time; and/or

2.5.4. Restriction of device on school property.

2.6. That personal mobile devices are prohibited:

2.6.1. From being used in bathrooms and designated changing rooms; and

2.6.2. During test or examination settings, unless students have been given explicit permission to do so by the teacher administering the test or exam.

2.7. That schools are not public buildings, and sharing and recording videos and/or photos of individuals without explicit consent is prohibited.

2.7.1. Videos and photos may be taken during public events located on school property when there is not a reasonable expectation of privacy.

3. School administrative procedures must be shared annually with parents, staff, and students and ensure that policies and/or procedures are readily accessible to the school community and/or public.

4. The Principal may authorize any specific use of a personal mobile device during the school day on a case-by-case basis.

References:

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

Cellphone use in schools engagement webpage

Education Act

Professional practice standards

Guide to Education

Learning and Technology Policy Framework

Standards for the Use of Personal Mobile Devices and Social Media in Schools Checklist – Government of Alberta

Administrative Procedure No. 115 – Red Deer Catholic Regional Schools

The Principal reviewed on:

DATE: Nov. 19/25

SIGNED: 
PRINCIPAL

The Board approved on:

DATE: Nov 27/25

SIGNED: 
BOARD CHAIRMAN

DATE OF NEXT REVIEW: February 2027

ADMINISTRATIVE PROCEDURES FOR STANDARDS FOR THE USE OF PERSONAL MOBILE DEVICES AND SOCIAL MEDIA IN SCHOOLS

DESIGNATED STORAGE:

1. Students are expected to put phones on silent and store in cubby area/backpack during all instructional hours.
 - 1.1. Students who enter the school with personal mobile devices will be expected to silence and store their devices in their assigned cubby area/backpack.

SOCIAL MEDIA:

2. Users must keep their outside interests and activities that include the use of social media, outside the educational institution, restricting access to social media on their personal devices to outside of instructional time.
 - 2.1. Online activity including postings on blogs and social media must not include content or commentary that negatively impacts the reputation of Parkland School.
 - 2.2. Users of social media are responsible for all comments/information they publish online.
 - 2.3. Freedom of Information and Protection of Privacy Act (FOIP Act) must be followed. This includes photos, videos, audio, artwork and the written word. Users must not include sensitive or confidential information relating to Parkland School or that identifies a student.
 - 2.4. Staff will refrain from following or adding students/students' parents as friends on their personal social media channels, while the student is still enrolled in Parkland School.
 - 2.5. Users of social media are not permitted to use it to represent Parkland School.
 - 2.5.1. In cases where a user is directly or indirectly identified as an employee of Parkland School on their personal social media account, the user profile or post must clearly state that said user is not representing the views of the School.
 - 2.5.2. Parkland School logos will not be used without permission.
 - 2.5.3. There are no school-sanctioned social media groups.
 - 2.5.4. Social media includes, but is not limited to: Facebook, X, Instagram and YouTube.
 - 2.5.5. Blogs or other social networking sites such as YouTube may be used as a teaching tool in a classroom, as determined by the Principal and approved for use in a lesson plan.
 - 2.5.6. All online correspondence between staff and students must be related to course work.
 - 2.5.7. All social media users must be aware of the ethical standards and must follow ethical standards at all times whether in a traditional school environment or an online environment.
 - 2.5.8. Copyright law must be followed and users must be sure not to plagiarize and to respect the copyright on social media.

DISCIPLINE APPROACH:

3. In the case of misuse of personal mobile devices during instructional time, the student will be asked to put the device away. Should they not follow through, or in cases of multiple offenses:
 - 3.1. The Principal will have a conversation with the student or parent of the student to remind them of the policy.

- 3.2. If the student still is not following policy, there will be a temporary confiscation of the device, where the student or parent may regain access/collect the personal mobile device at a later time.
- 3.3. Restriction of the device while on school grounds may have to occur if the use of the devices remain a problem.

NOTIFYING PARENTS/PUBLIC:

4. The Standards for the Use of Personal Mobile Devices and Social Media in Schools Policy and Procedures will be posted on Parkland School's website by January annually, and a summary of the policy will be located in the Parent Handbook, which is given to each student at the beginning of every school year.

ROLES AND RESPONSIBILITIES:

5. Every person has the role and responsibility to ensure compliance of the new regulations set forth by the Alberta Government in regards to this policy.
 - 5.1. Students are expected to act responsibly with their personal mobile devices and be in compliance with policy within all instructional hours in a school day.
 - 5.2. Parents are expected to ensure documentation is provided to Parkland School specifying any learning support requirements that would permit the student's use of a personal mobile device on school grounds during instructional hours.

