



# Stavely School Personal Mobile Devices and Social Media in Schools Plan



**Date:** September 2<sup>nd</sup>, 2024

In compliance with Board Policy 24 Personal Mobile Devices and Social Media in Schools and Administrative Procedure 145 Use of Personal Mobile Devices and Social Media in Schools, Stavely School has developed this Personal Mobile Devices and Social Media in Schools Plan to govern the appropriate use of personal mobile devices and social media at our school.

**School Use** - Specific limited circumstances when personal mobile devices and social media access are approved:

- **Students in grades K-9 may not access a personal mobile device or social media during the school day.**
- Students in grades 10-12 who may be visiting Stavely School for educational purposes may not access a personal mobile device or social media during instructional/educational time unless given permission by the teacher, after receiving limited access approval from school administration for a specific educational task or purpose;
- Accommodations/exceptions for student use during instructional time/class time may be granted to support, monitor, or regulate an approved identified health and/or medical reason as per the medical plan or to support an approved identified inclusive educational need (accessibility and accommodation);
- During a school-sponsored event or activity with permission of the supervisor;
- At the discretion of the school administration.

## Storage

- Personal mobile devices are valuable electronic devices. Students and staff bring personal mobile devices to school at their own risk. The security and storage of these items is the owner's and user's sole responsibility. LRSD assumes no responsibility for personal mobile device safety, security, loss, repair or replacement.
- At Stavely School, students will store their personal mobile devices in their backpacks.
- Employees are asked to leave cell phones in a secure place unless the school administration approves for a work-related purpose.

## Social Media

The Division has restricted access to social media platforms in compliance with Ministerial Order #014/2024, Board Policy 24 and Administrative Procedure 145. Limited student access to social media on school networks may be permitted, as determined by school administration.

## Personal Mobile Devices and Social Media Infractions & Parent Notification

**\*\*Students who choose to not adhere to the LRSD and Stavely School Personal Mobile Device Policy will be asked to turn off their phone, put it in a clearly labeled envelope which will be sealed, and then delivered to Ms. Watson's office in a secured lockbox. Please see below for the progressive discipline policy for repeated misuse of personal mobile devices.\*\***

Failure to adhere to the personal mobile device expectations will result in the following consequences.

**1st Offence** - the personal mobile device will be delivered to the office in a sealed envelope. The student will be permitted to collect their personal mobile device at the end of the school day. This will be recorded in PublicSchool Works.

**2nd Offence** - the personal mobile device will be delivered to the office in a sealed envelope. The student will be permitted to collect their personal mobile device at the end of the school day. Parent or guardian will be contacted by the office. This will be recorded in PublicSchool Works.

**3rd Offence** - the personal mobile device will be delivered to the office in a sealed envelope and will remain in the office until a parent or guardian is available to collect the personal mobile device. Parent or guardian will be contacted by the office. This will be recorded in PublicSchool Works.

**4th Offence** - the personal mobile device will be delivered to the office in a sealed envelope will remain in the office until a parent or guardian is available to collect the personal mobile device. The parent or guardian will be contacted by the office. The parent or guardian will meet with the school administration to create a personal plan to assist the student in developing more responsible use. This will be recorded in PublicSchool Works.

### Stakeholder Roles and Responsibilities

Students, parents, and staff will comply with the roles and responsibilities as outlined in this plan, LRSD Administrative Procedure and Board Policy.

### Emergency Situations

In the event of an emergency, our priority is the safety of students. Please be assured that the school has an emergency response plan which is reviewed regularly with staff. This plan includes contact with emergency personnel (fire, police, medical, etc.) as necessary, the possible relocation of students as well as a plan for communication with parents as appropriate. Should an emergency situation occur, the school will provide updates and information to parents as soon as, and as often as, reasonably possible.

September 2<sup>nd</sup>, 2024