Fort Saskatchewan Elementary School
Personal Mobile Device Plan
2024-25

Background

The ownership and use of a personal mobile device (PMD) has grown exponentially over the past decade. While personal devices offer potential opportunities for communication, information access and enhanced opportunities for instruction, personal mobile devices can also be a source of distraction that can negatively impact children's and student's mental health, engagement and learning. Regulated use of personal mobile devices in schools and throughout the Division is required to ensure the promotion of welcoming, caring, respectful and safe learning and working environments. Appropriate use of personal mobile devices contributes to the safety and security of students and staff, minimizes risk to personal wellbeing and disruption to instruction, and protects personal privacy and academic integrity.

Personal mobile device (PMD) is defined as any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop or smartwatch.

Use of PMDs

Elementary aged students **shall not** access a PMD at school unless documentation is provided to the principal or designate that confirms the use is for a diagnosed health or medical condition, or an identified special learning need. Students will not have access to their PMD during any break periods – for example, recess, class breaks and lunch breaks.

Storage of PMDs

At Fort Saskatchewan Elementary, all devices brought to school are to be stored in student backpacks which hang either in the classroom or the classroom hallway. Devices must be either powered off or in silent mode.

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 Elementary and Elk Island Public Schools assumes no responsibility for the safety, security, loss, repair or replacement of the PMD.

Progressive Discipline

At Fort Saskatchewan Elementary 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, schools will follow disciplinary practices and parents/guardians will be notified as outline below.

	Disciplinary practice
First Infraction	• The student will be asked to put their device away in their backpack.
Second Infraction	• The student will be asked to hand over their device. The device will be placed in a sealed envelope and stored in the office. • The student can pick up their device at the end of the day. • Parents will be contacted and the FSE Personal Mobile Device Plan will be sent home to be reviewed.
Third Infraction	• The student will be asked to hand over their device. The device will be placed in a sealed envelope and stored in the office. • Parents will be contacted, and the device will be stored in the office until a parent can pick it up.
Fourth Infraction and beyond	• The student will be asked to hand over their device. The device will be placed in a sealed envelope and stored in the office. • Parents will be contacted, and the device will be stored in the office until a parent can pick it up. • Additionally, the student may be required to turn their device in at the beginning of the day, place it in a sealed envelope to be picked up at the end of each day for a designated number of days. • Further infractions will be dealt with on an individual basis as students will also be in breach of Elk Island Public School Student Code of Conduct (Administrative Procedure 350).

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 780-998-7771 who can facilitate contact with their child/student during the school day, if needed.