



Lakeland Ridge 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, bluetooth headphones or smartwatch.

Use of PMDs

Elementary 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.

Junior High students shall not access a PMD during instructional times unless:

- 1) documentation is provided to the principal or designate that confirms the use is for a diagnosed health or medical condition.
- 2) documentation is provided to the principal or designate that confirms the use if for an identified special learning need.
- 3) given permission by the teacher for a specific educational task or purpose.

Examples of specific educational uses are:

- I. Geocaching and use of GPS apps
- II. Photography

Students in Junior High can access their PMD during break periods – for example, before and after school, morning break and lunch break.

Storage of PMDs

At Lakeland Ridge, all devices brought to school are to be **stored in students' lockers**, powered off or in silent mode. Students shall not stop at their lockers to use their devices during class time.

PMDs shall not be on students during class time unless documentation has been provided to the principal or designate that confirms the use is for a diagnosed health or medical condition, or an identified special learning need.

PMDs may be retrieved from lockers if teachers are having Junior High students utilize them for a specific educational purpose as outlined above.

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

General Information

Students shall not take PMDs into test or examinations settings. PMDs also shall not be used in change rooms, washrooms, private counselling rooms or any setting that has the potential to violate a person's reasonable expectation of privacy.

Progressive Discipline

At Lakeland Ridge, 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 progressive disciplinary practices and parents/guardians will be notified as outlined below.

	Disciplinary practice
First Infraction	Verbal reminder of the school policy.
Second Infraction	Device will be confiscated and stored in the office for the rest of the school day. Students may collect their device after school and receive a letter to be signed by parents and returned to school informing them of the infraction.
Third Infraction	Device will be confiscated and stored in the office for the rest of the school day. Parents will be notified to pick up the device from the office after school.
Fourth Infraction	Device will be confiscated and stored in the office. A meeting with parents will be scheduled to develop a plan moving forward. Consequences may be, but are not limited to, storing device in the office each day, leaving the device at home, or suspension.

The principal or teacher will consider individual circumstances and may move further down the progressive 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 780-416-9018. Staff can facilitate contact with their child/student during the school day, if needed.