



August 29, 2025

Standards for the Use of Personal Mobile Devices and Social Media at Westmount Charter School

Dear Westmount Families,

In order to comply with the [Ministerial Order](#) provided by the Government of Alberta in June, Westmount Charter School is implementing an interim addition to Administrative Procedures 342 and 342.1 effective September 3, 2024.

Interim addition to Administrative Procedures [342](#) and [342.1](#)

Personal mobile devices include cell phones, smart watches, tablets, laptops, Bluetooth earbuds/headphones or any personal electric device that can be used to communicate with or access the internet. These devices should remain at home. However, if brought to school, devices must be powered off or set to silent mode and stored out of sight in student backpacks or a designated area during the school hours of 8am to 4 pm. In addition, students are not permitted to access social media on the Westmount Charter School network.

If a student is found to be using a personal mobile device during the school hours of 8 am to 4 pm, Westmount Charter School staff will use a progressive student discipline approach, aligned with [Administrative Procedure 350 Student Discipline](#), which will begin with ensuring the student understands the expectations.

The interim Administrative Procedure addition will apply to all students, with exceptions for students using devices for health and medical needs or to support their Individual Program Plan (IPP). Students who require access to personal mobile devices for health or medical needs will require parental communication with school administration in alignment with [Administrative Procedure 316 Administration of Medication or Medical Treatment](#). Please contact Mrs. Karly Bagnall to discuss individual student needs and provide documentation.

Parents/Guardians are asked to refrain from contacting their child/student on personal mobile devices during the school day. Parents/Guardians can contact the school office and the office will facilitate contact with students during the school day when needed. If students need to contact their parents/guardians during the school day, they can do so through the school office or with permission from teachers or administrators.

This interim addition to Administrative Procedures 342 and 342.1 will be reviewed, and a Personal Mobile Device and Social Media Policy will be implemented on or before December 20, 2024. Feedback from staff, students and parents through school administration will be considered before finalizing the Administrative Procedure.

Thank you for your support.

Warm regards,

Karly Bagnall
Acting Principal

Ashley Cuthbert
Acting Assistant Principal