



Westmount MidHigh Personal Device and Technology Policy and Procedures

Intent:

Westmount Charter School believes in a safe and educationally supportive environment. To this end, and in compliance with the [Ministerial Order \(014/2024\)](#) of Alberta Education, the following policies and procedures have been established to clarify and direct students and staff regarding the use of technology and cell phones at the Westmount Mid High campus.

Restrictions:

Cell Phones, Smart Watches, AI glasses & Bluetooth earbuds/headphones

- Students are not permitted to use cell phones, smart watches, AI glasses, and/or Bluetooth earbuds/headphones during school hours (8 a.m.- 4 p.m.) while on the school property.
- If students have cell phones, smartwatches and/or Bluetooth earbuds/headphones with them during school hours, they are required to keep devices on silent or powered off and stored out of view (ex. In backpacks or lockers, not in pockets).
- After 3:20 pm, cell phones may be used temporarily to contact rides after school when needed (and then put away).

Social Media

- Students are not permitted to use social media while on the school property, as per Administrative Procedure 342: Mid-High Student Responsible Use Policy
- Examples include but are not limited to: Instagram, Snapchat, Discord, Facebook, WhatsApp, Steam, TikTok, X, etc.

Gaming

- Students are not permitted to access and/or play electronic games while on the school property, as per Administrative Procedure 342: Mid-High Student Responsible Use Policy.

Laptops/IPads/Tablets

- Laptops are not permitted in the hallways during non-instructional hours (lunch, spares, before and after class starts/ends, etc.).



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Off-site School Activities:

- All restrictions are enforced during off-site school activities (e.g. Field trips) unless explicit permission is given by the Teacher in Charge.

Allowances:

Cell Phones, Smart Watches & Bluetooth Earbuds/Headphones

- for educational purposes, including digital literacy, as determined by the principal;
- to support, monitor, or regulate an identified health and/or medical condition as per a student's school medical plan as determined by the principal;
- to support an identified inclusive educational need (accessibility and accommodation need), including mental health need as per the student's individual program plan (IPP) as determined by the principal;
- Limited use of cell phones or smart watches may be permitted for educational or other purposes, as determined by a principal or equivalent.

Social Media

- Limited use of social media may be permitted for educational or other purposes, as determined by a principal or equivalent.

Gaming

- Limited use of electronic games may be permitted for educational or other purposes, as determined by a principal or equivalent.

Laptops/iPads/Tablets

- Laptops are used for educational purposes only during school hours, as per Administrative Procedure 342: Mid High Student Responsible Use Policy.
- Alternative use may be permitted for educational or other purposes, as determined by a principal or equivalent.
- Students who need to work on laptops/iPads/tablets during school hours will need to be in a supervised space.



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Breach of policy: progressive consequences

Refer to Administrative Procedure 350: Student Discipline

Discipline for inappropriate possession and/or usage of cell phones, smart watches, social media and/or electronic gaming shall be progressive and may include:

1. asked to put away;
2. conversation with student and/or parent;
3. temporary confiscation, where the student or parent may regain access/collect the personal mobile device at a later time;
4. prohibition of device(s) on school property.
5. Possible suspension.

Refer to the following [Westmount Administrative Procedures](#):

AP-350: Student Discipline

AP-340: Student Code of Conduct

AP-342: Mid High Student Responsible Use Policy

AP-351: Suspension

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AP-145: Responsible Use of Artificial Intelligence AI)