

Dear Banbury Families,

As you may remember from the spring, the Government of Alberta announced a set of restrictions for the use of personal mobile devices and social media in schools. *The order can be read at the end of this note.*

From this order, schools were charged with developing policies and procedures to implement the restrictions. These are outlined below.

Please ensure you and your child are aware of these new policies before coming to school on Wednesday.

Banbury Crossroads School and Academy

Personal Mobile Device Policy Explanation and Procedures

Personal mobile devices include "any electronic device that can be used to communicate with or access the internet and include **cellphones, tablets, laptops, and smartwatches.**" **(This includes iPads with or without keyboards)**

JK – Grade 6

- **All personal mobile devices as defined above are not to come to school.** Please leave them at home.
- If you need to contact your child, you can call the office at 403 270 7787.
- **Exceptions:**
 - If a student needs a device for health or medical reasons, it will be kept with the homeroom teacher during the day and the child can access it when needed. A doctors note supporting this need may be requested.
 - If a student has an assistive device that they require for learning. Use of these devices would be included in an IPP (Individual Program Plan). A separate school profile needs to be set up on the device with access limited to the assistive programs only, and only this profile should be used during school hours.
 - If a student is taking city transit or taxi services to and from school and requires a phone app or communication with parents. The device will be kept with the homeroom teacher for the day and the student will retrieve it at the end of the day (3:30).

Grade 7-12

- **All personal mobile devices as defined above are to be powered off and out of sight for the day.**
- Student devices will be shut down and collected at 8:55 in homerooms.
- Students who arrive late, will check in with their homeroom teacher and hand in devices.
- Devices will be safely kept in a locked place for the day.
- If parents need to communicate with their child during the day when devices are off, they can call the office at 403 270 7787.
- Students will not be able to access personal devices during school hours.
- Students may have access to the devices at lunch time within the following limitations:
 - Students can take them with them to go off-campus for lunch (grade 7 and 8 with parental permission).
 - Students will shut down and return devices to homeroom when they return to the building, by 12:50.
 - Students may **not** have their devices to play games or access social media sites while in the school.
- Students can retrieve their devices from homeroom teachers at the end of the day (3:35).
- **Exceptions:**
 - If a student needs a device for health or medical reasons, they can have access to it when needed but it should remain out of site. A doctor's note supporting this need may be requested.
 - If a student has an assistive device that they require for learning. Use of these devices would be included in an IPP (Individual Program Plan). A separate school profile needs to be set up on the device (if possible) with access limited to the assistive programs only, and only this profile should be used during school hours.

- **Temporary School Permission for limited use of personal laptops:**
 - As the School and Academy are still in the process of investing in an increase in computer devices for secondary student use, students in grade 7-12 will be permitted to bring in their own **laptops** (not tablets), if they choose to, for classroom use.
 - This temporary permission is for laptops only and will be in effect until it is determined that enough school-owned devices have been procured.
 - This privilege will only be provided to students who can uphold the school's mobile device policy.
 - These laptops:

- Will need to have a separate school profile set up on them.
- Will only have the Banbury Microsoft Office Suite of apps downloaded onto the school profile. (Included with a Banbury email account).
- Are not to have any other websites, programs, or apps available on the school profile.
- May use other websites or apps under a teacher's direction (e.g. Learning video).
- Will not be able to be used for any other purposes except schoolwork.
- Will not be able to be used during break times or lunch times.

Policy Infractions

- Any student accessing a personal device in a manner that is not in keeping with the above policy will have the device confiscated until the end of the day.
- When 3 infractions occur, parents will be notified, and the device will need to be retrieved by a parent or guardian and will need to remain at home.
- Students using school issued devices in a manner that is not in keeping with the above policy will lose technology privileges and will have schoolwork adjusted to pen and paper only.

*All attempts are being made to ensure that student's personal devices are not lost, damaged, or stolen. However, staff and the school will not be liable if devices are damaged or go missing. They are safest at home.

EDUCATION ACT
MINISTERIAL ORDER (#014/2024)

Standards for the Use of Personal Mobile Devices and Social Media in Schools

Definitions

1. In these Standards,
 - a. “personal mobile device” means any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, or smartwatch;
 - b. “school authority” means any Alberta public or separate school board, Francophone regional authority, charter board, operator of private school, or private early childhood services operator;

General Restrictions

2. A school authority is required to, at a minimum, limit the use of personal mobile devices and restrict access to social media as follows:
 - a. Children and students may not use personal mobile devices during instructional time. If children and students have personal mobile devices with them during instructional time, they are required to keep these devices on silent or powered off, and stored out of view; and
 - b. Children and students may not access social media on school networks or on school devices.

A school authority may further limit the use of personal mobile devices and social media, so long as it otherwise complies with these Standards, including the Limited Use Exceptions in section 3, below.

Limited Use Exceptions

3. A school authority is required to allow for the following limited use exceptions:
 - a. Limited use of personal mobile devices must be permitted, as determined by a principal or equivalent, for health or medical reasons or to support special learning needs;
 - b. Limited use of personal mobile devices may be permitted for educational or other purposes, as determined by a principal or equivalent; and
 - c. Limited access to social media may be permitted, as determined by a principal or equivalent.