



Wilson Middle School

2003 - 9 Avenue North, Lethbridge, Alberta T1H 1J3
Telephone 329 - 3144 • Fax 329 - 3611

Wilson Middle School Personal Mobile Device Procedures

Purpose

Wilson Middle School is committed to providing a welcoming, caring, respectful and safe learning environment for all students. This procedure is to assist students, staff, parent/guardians, and caregivers in minimizing the negative effects of personal mobile devices and social media in school. It is important to recognize and understand the responsibility for appropriate use of these technologies does not rest solely with Wilson Middle School. Primary responsibility for personal mobile devices and social media lies with students, parents/guardians, and caregivers.

Personal mobile devices are powerful devices and are the responsibility of the student. Students are encouraged to use any digital device respectfully. We encourage parents/guardians to monitor personal devices.

Definitions:

Responsible Use of Technology: The ethical, safe, and respectful use of digital devices, internet, and applications, which may include but is not limited to protecting privacy, adhering to legal standards, engaging in positive online behavior, balancing technology use with other activities, respecting intellectual property, and using technology to enhance learning and growth.

Personal Mobile Device: Any personal electronic device capable of communicating or accessing the internet, including but not limited to cellphones, tablets, laptops, and smartwatches.

Social Media: Platforms and applications that enable users to create, share, and interact with content and connect with others through virtual communities and networks. Social media encompasses various forms of communication, including text, images, videos, and other multimedia, allowing for real-time interaction and content sharing. The Division reserves the right to determine which platforms, applications and mediums are considered social media for the purposes of this procedure and restrict or limit access to them on Division networks. Social media platforms and applications such as Snapchat, TikTok and Instagram will not be accessed on Division networks. Some platforms such as YouTube, Discord and Twitter, may have limited access on Division networks for educational or extra curricular purposes. Social media platforms are constantly changing, as such the Division reserves the right to change access to social media platforms at its sole discretion.

Instructional Time: Instructional time includes time scheduled for purposes of instruction, examinations/testing, and other student activities where direct student–teacher interaction and supervision are maintained. This includes all times during a scheduled period where students are in the classroom or time outside the classroom where teachers take responsibility for ensuring learning activities for students are directed towards achieving the outcomes of approved programs of study and instructional support plans.



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Non-Instructional Time: Includes time during the school day where students are not scheduled to be with a teacher. This includes before and after school, breaks and lunch.

School Expectations:

- Students will not be permitted to use their personal mobile device during the school day. It is to be kept in their locker at all times. Personal mobile devices are not permitted in the classroom during instructional time. This includes earbuds or headphones.
- Personal mobile devices are to be stored in students' lockers during the school day. They are not to be in backpacks, pockets, cross-body bags or with a student.
- Personal mobile devices are not permitted in washrooms and/or changerooms.
- Students who have a health or medical exemptions and/or have a documented ISP accommodation (text to speech, word processing, speech to text, etc.), approved by the Principal or designate, will be permitted use of personal mobile devices during instructional time in collaboration with and under the supervision of the classroom teacher. Students with accommodations, who misuse their personal mobile device during instructional time will lose the opportunity to use them in class.
- Students will not be permitted to access social media on school networks.
- Wilson Middle School and its staff assume no responsibility for the safety, security, loss, repair or replacement of personal mobile devices that are brought to school and are not responsible for personal mobile devices that are damaged or lost when they are being stored by the school.
- Students are not allowed to take pictures, audio, or video of any other person, including staff or students, without permission. This is against the Freedom of Information and Privacy Act (FOIP). For further clarification about technology, please refer to Lethbridge School's ACCEPTABLE USE OF COMPUTERS & TECHNOLOGY.

Parental Contact with Students

Parents, guardians, or caregivers who need to contact their child can contact the office and leave a message. Alternatively, they can wait for their child to respond to electronic messages after school.

Disciplinary Measures

Consequences will be put in place for students who do not follow the procedure. The consequence will be proportional to the conduct. Response to continued misconduct will result in progressively more significant consequences and the context in which the misconduct occurred will be considered.

Consequences may include but are not limited to:

- Verbal reminders
- Confiscation of personal mobile device



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- Restricted use of the Division network
- Restricted use of school technology
- Referral to administration
- Suspension

If a staff member confiscates a personal mobile device or a disciplinary measure beyond a verbal warning is assigned, parents/guardians or caregivers will be contacted.