



Independent AB Authority	Footprints for Learning Society (Academy)
Policy Number	Number C 1.4
Policy Title	Digital Use Policy - Cameras/Cell Phones/Internet
Date of Review	August, 2023

PURPOSE:

To ensure guidelines for students bringing electronic devices to school are established and understood. Electronic communication devices, including but not limited to cell phones and cameras, are brought onto school property by students on a daily basis. Such devices can empower student learning and capabilities, but may also be disruptive to the learning or safety of fellow students.

SCOPE: This procedure applies to all students and staff.

DEFINITIONS: None

PROCEDURES:

1. Students are expected and encouraged to use cameras, cell phones, and the Internet on digital devices. These instances may include:

- access to online learning platforms established by FFLA (e.g. Google Classrooms and Moodle);
- access to music as permitted and with supervision;
- access to instructional youtubes as permitted and with supervision;
- access to applications as permitted and with supervision;
- access to games as permitted and with supervision; and
- access to AI as permitted and with supervision.

2. Electronic communication devices may be confiscated for limited durations by teachers or school administration if a device interferes with classroom expectations or violates classroom or school rules. Alternatively, or additionally, students may be interviewed on misuse of devices. These instances may include:

- misuse of physical handling of device;
- misuse in using another person's device without permission;
- misuse in sharing of data or accessing data;
- misuse in using social media platforms; and
- misuse in plagiarism or cheating on responses for assessments.

3. The principal shall establish an expected consequence for a first incident, second incident, and subsequent incidents. Keeping in mind the safety of staff and students and the desire to de-escalate incidents, the principal or designate may be asked to intervene if a student refuses to hand over a device.

3.1. Information of a confiscated device will be recorded to ensure it is returned (i.e. name of student). The principal (or designate) shall keep the device and information in a secure location. The principal (or designate) will determine when and under what circumstances the device is to be returned in accordance with school practice.

3.2. The principal must communicate clearly the school practices with regard to student cell phone or electronic devices and the consequences for first incident, second incident and subsequent incidents.

4. Inappropriate use of electronic communication devices could result in suspension or expulsion for the following:

4.1. The use of the electronic communication device results in a threat to the physical safety of staff, students and community.

4.2. Text or electronic messaging is threatening, demeaning or abusive.

4.3. Electronic communication used to harass or embarrass a student or staff member or to facilitate cheating.

4.4. The unauthorized use of recording of video or audio footage without permission of the principal, the teacher, and all individuals recorded.

4.5. Electronic communication use during Diploma Exams or Provincial Achievement Tests.

IMPORTANT ADDITIONAL GUIDELINES:

The 2013 Alberta Ministerial Order on Student Learning has changed our work as educators and indicates that “WHEREAS education in Alberta will be shaped by a greater emphasis...on inquiry,

discovery and the application of knowledge than on the dissemination of information; and on technology to support the creation and sharing of knowledge than on technology to support teaching.”

All school organizations hold learning as a core value. It is imperative that schools be sensitive to changes in technology and culture, which provide the opportunity to increase student academic growth. Cell phones, widely used for communication, can also serve as powerful tools for learning. However, cell phones also possess functions, which if used inappropriately, can disrupt the learning environment and create the possibility for other problematic habits and outcomes. Recognizing the government-mandated and research-based benefits of the wise use of technology to support student learning, Footprints for Learning Academy adopts the following policy for acceptable cell phone usage at school in order to create reasonable expectations for limits of use that could, under direction, provide a benefit to the school environment.

Possession and use of a cell phone must fall within these guidelines for GRADES 4 THROUGH 12. Grades KINDERGARTEN THROUGH GRADE 3 are requested to NOT bring cellphones to school.

1. Cell phones must be on silent (not vibrate) upon entering the building, unless directed by the teacher, and are to remain on silent throughout the remainder of the school day.
2. Cell phones will be kept in students' lockers during class time, unless teachers permit students to use their cell phones for a specific learning purpose during their class.
3. Administration and Teachers have the authority to allow or ban cell phone use during their respective class times.
4. Cell phones may be used **appropriately*** during the lunch period for indoor time under adult supervision and must be returned to students' lockers at the end of the lunch period. Cell phones are to remain in students' lockers during the snack breaks, but can be used for the waiting time for buses after school under adult supervision. Cell phones are not allowed during outside breaks.
5. Cell phones may not be brought into the washrooms.
6. Cell phone cameras and audio recorders may only be used for specific educational benefits and only with prior permission of the teacher or Administrator. (e.g. Photography Elective)

Students who choose to bring cellphones to school do so at their own risk. The school assumes **No Liability** for lost, stolen or damaged cell phones.

Student use of cell phones at Footprints for Learning Academy is a privilege. Failure to adhere to established guidelines will result in the following corrective measures:

- **1st** Offense: Phone taken away until end of day and held by the teacher (to be picked up by student).

- **2nd** Offense: Phone taken away until end of day and held in the office. Guardians will be notified and then the student may pick up the phone from the office.
- **3rd** Offense: Student will not be allowed to bring a cell phone onto school property for a determined amount of time.

*** APPROPRIATE USE IS WITHOUT SOCIAL MEDIA ACCESS AND WITHOUT ACCESS TO OFFENSIVE SITES AS DEEMED BY THE BOARD, ADMINISTRATION, AND/OR TEACHER IN REGARD TO CONTENT AND USE.**

Consequences

Students are expected to conduct themselves in keeping with their responsibilities as students.

The school will investigate each instance of unacceptable conduct and pursue disciplinary action in a matter consistent with the principles of fundamental justice and the school's student discipline policy (below). In grave circumstances, an individual found to have engaged in unacceptable conduct may be subject to possible suspension or expulsion.

Remediation and Support

In order to foster a positive learning environment, Footprints for Learning Society will engage in reasonable and caring efforts to support both the individual(s) who may have been the subject or victim(s) of unacceptable behaviour(s) and to support perpetrators of unacceptable conduct to improve their conduct.

Supportive actions the Footprints for Learning Society may include, but are not limited to:

- mentoring of individual students by older students;
- more focused attention to individual students;
- regular follow-up meetings of specific teachers with individual students;
- Student Peer Support Groups, including GSA's as appropriate;
- counselling; and
- restorative justice processes.