

Personal Mobile Device Plan

2024-25

Background

The ownership and use of a personal mobile device (PMD) has grown exponentially over the past decade. While personal devices offer potential opportunities for communication, information access and enhanced opportunities for instruction, personal mobile devices can also be a source of distraction that can negatively impact children's and student's mental health, engagement and learning. Regulated use of personal mobile devices in schools and throughout the Division is required to ensure the promotion of welcoming, caring, respectful and safe learning and working environments. Appropriate use of personal mobile devices contributes to the safety and security of students and staff, minimizes risk to personal wellbeing and disruption to instruction, and protects personal privacy and academic integrity.

Personal mobile device (PMD) is defined as any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop Airpods or smartwatch.

Use of PMDs

Elementary students **shall not** access a PMD at school unless documentation is provided to the principal or designate that confirms the use is for a diagnosed health or medical condition, or an identified special learning need. Students will not have access to their PMD during any break periods – for example, recess, class breaks and lunch breaks.

Storage of PMDs

At Mills Haven School, all devices brought to school are to be **stored in students' backpacks**, powered off or in silent mode. Students shall not stop at their lockers to use their devices during class time.

PMDs shall not be on students during class time unless documentation has been provided to the principal or designate that confirms the use is for a diagnosed health or medical condition, or an identified special learning need.

We recommend students leave PMDs at home. Students who choose to bring PMDs to school do so at their own risk. The security and storage of these devices is the sole responsibility of the owner or user and Mills Haven School and Elk Island Public Schools assumes no responsibility for the safety, security, loss, repair or replacement of the PMD.

General Information

Students shall not take PMDs into test or examinations settings. PMDs also shall not be used in change rooms, washrooms, private counselling rooms or any setting that has the potential to violate a person's reasonable expectation of privacy.





Progressive Discipline

At Mills Haven Elementary Junior High School, students will be held accountable for their behaviour and conduct as outlined in AP 350: Student Code of Conduct. If a student uses their personal mobile device when not permitted to do so, schools will follow progressive disciplinary practices and parents/guardians will be notified as outlined below.

Disciplinary practice

First Infraction

- The student will be asked to hand over their device. The device will be stored in the office.
- The student can pick up their device at the end of the day.
- Parents will be contacted, and the Mills Haven Personal Mobile Device Plan will be sent home to be reviewed and signed.

Second Infraction

- The student will be asked to hand over their device. The device will be placed in a sealed envelope and stored in the office.
- Parents will be contacted, and the device will be stored in the office until a parent can pick it up.
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- Additionally, the student may be required to turn their device in at the beginning of the day, place it in a sealed envelope to be picked up at the end of each day for a designated number of days.

Third Infraction and beyond

- Further infractions will be dealt with on an individual basis as students will also be in breach of Elk Island Public School Student Code of Conduct (Administrative Procedure 350)
- For Junior High students, device will be confiscated and stored in the office. A meeting with parents will be scheduled to develop a plan moving forward. Consequences may be, but are not limited



to, storing device in the office each day, leaving the device at home, or suspension.

Administrative Procedure 145 – Details the specifics of the EIPS Use of Personal Mobile Devices