

E2 Academy – Cell Phone and Personal Mobile Device Policy

Effective Date: April 11, 2025

Review Date: Annually in September

Policy Statement

E2 Academy is committed to creating a focused, inclusive, and supportive learning environment for all students—especially our twice-exceptional learners. In alignment with the Ministerial Order on personal mobile device use in schools, E2 Academy limits the use of personal mobile devices during instructional time while recognizing the need for flexibility in specific situations.

General Guidelines

Personal mobile devices (e.g., cell phones, smartwatches, tablets) are not to be used during instructional time unless explicitly permitted by school staff. Students who bring personal mobile devices to school must keep them powered off or on silent and stored out of view (e.g., in a backpack, locker, or secure storage area) during class. Access to social media platforms is prohibited on school networks and school devices unless a limited use exception is granted.

Permitted Exceptions

Use of personal mobile devices during instructional time may be permitted under the following limited-use exceptions, as determined by the Principal:

Health or Medical Reasons

Devices may be used to support health or medical needs (e.g., diabetes monitoring apps, communication devices for students with disabilities).

Special Learning Needs

Students with documented learning support plans may use personal mobile devices to access assistive technology or learning tools.

Educational or Instructional Purposes

Teachers may allow students to use personal devices for specific classroom activities or projects, where such use enhances the learning experience.

Limited Social Media Access

Social media access may be permitted for educational purposes under teacher supervision and with administrative approval.

Storage Requirements

Devices must be stored in one of the following locations during instructional time:

- Inside a closed backpack stored under the desk or at the back of the classroom

- In a student locker
- In a secure area designated by the school (e.g., locked cupboard or mobile device bin)

Roles & Responsibilities

Students must comply with this policy and respect classroom rules regarding device use.

Parents/Guardians are expected to support the school's policy and ensure their child understands and follows it.

Teachers are responsible for clearly communicating expectations, monitoring compliance, and addressing violations.

The Principal holds final authority on exception approvals and is responsible for ensuring policy enforcement and communication.

Non-Compliance & Consequences

If a student violates the mobile device policy:

1. The student will be reminded of the policy and asked to store the device appropriately.
2. Repeated offenses may result in the device being temporarily confiscated and held in the office.
3. Parents/guardians will be notified in the event of a violation.
4. Continued non-compliance may result in further disciplinary action in accordance with the school's code of conduct.

Communication & Review

This policy will be shared annually with parents and students at the start of each school year and upon enrollment. It will also be posted on the school's website and available in the main office.

E2 Academy will review and revise this policy as needed, with input from Alberta Education, staff, students, and families.