administrative regulation

Student Personal Mobile Devices

Administrative Regulation No. 6008

Classification: Students

Effective Date: November 30, 2026

1 | Purpose

The purpose of this administrative regulation is to:

- Comply with provincial direction to provide clear guidelines regarding the use of student personal mobile devices in schools.
- Improve learning outcomes by supporting a distraction-free learning environment that promotes well-being and limits opportunities for bullying.

2 | Scope

This administrative regulation applies to:

- All CBE students.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

Failure to comply with this administrative regulation may result in disciplinary action up to and including termination of employment.

4 | Principles

The following principles apply:

- All students are entitled to safe and caring environments.
- Student personal mobile devices can be used to distract, harm, bully and otherwise compromise this environment.
- Students and parents are partners in education, as per the *Education Act*.

5 | Definitions

Bullying: means the repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation. Bullying can take different forms including, but not limited to:

- Physical – pushing, hitting
- Verbal – name calling, threats
- Social/Relational – exclusion, rumours
- Cyber/Digital – using digital technology to harass, demean or threaten

CBE: means The Calgary Board of Education.

Independent Student: means a student, as defined by section 1(1)(n) of the *Education Act,* who:

a) is 18 years of age or older; or

b) is 16 years of age or older; and is party to an agreement under section 57.2 of the *Child, Youth and Family Enhancement Act.*

Instructional Time: includes time scheduled for the purposes of instruction and other activities for children or students where direct child/student teacher interaction and supervision are maintained. Examples include, but are not limited to:

a) In class instruction & activities;

b) Assemblies;

c) Talk or presentation from a guest speaker; and

d) Field trips.

A principal has discretion to determine instructional time and may seek support from their Education Director, as needed.

Personal Mobile Device (PMD): means any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, gaming device or smartwatch. This also may include devices capable of communicating with a PMD (e.g. Bluetooth devices) such as headphones, earbuds, or smart speakers.

School Community: means the inclusion of individuals or groups engaging with schools in learning or support of student learning and CBE**.**

Social Media: means web-based and mobile technologies or applications providing communications through interactive or social dialogue. Examples include but are not limited to apps, weblogs, social blogs, wikis, internet forums, instant messaging and social network aggregation platforms, such as Instagram, Snapchat, Discord or TikTok**.**

6 | Regulation Statement

General

1) Students may not use PMDs during instructional time, unless such use is approved by the classroom teacher to facilitate learning activities.

2) Students may not access social media on school networks or on school devices.

3) Student PMDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner or user. CBE assumes no responsibility for the safety, security, loss, repair or replacement of student PMDs.

4) Notwithstanding the above, student PMDs that are taken temporarily from students by teachers or administrators must be securely stored.

7 | Procedure

Student and Parent Roles and Responsibilities

1) As per CBE Administrative Regulation (AR) 6031 – Safe and Caring Learning and Work Environments, section 6(3): All students and parents have a responsibility to promote, safeguard and support a safe and caring environment that fosters and maintains respectful and responsible behaviors, consistent with the *Education Act* and other CBE policies and regulations. This includes the following:
   a) CBE's Student Code of Conduct (AR 6005);
   b) Progressive discipline practices; and
   c) Other CBE administrative regulations.

Parents Contacting Students

2) Parents are asked to refrain from contacting their child/student on their PMD during the school day to avoid unnecessary distraction.
3) Parents can contact the school office who can facilitate contact with their child/student during the school day, if needed.

Device Storage

4) Students who choose to bring one or more PMD to school must store the device(s) out of sight and in silent mode or powered off during instructional time.

Educational Use

5) Administrators or teachers may permit the use of PMDs for specific learning activities. These activities should be planned and structured to enhance learning outcomes.

"Away for the Day" for K-9 Schools

6) K-9 schools will enforce "Away for the Day" guidelines for student PMDs. This specifically means:
   a) PMDs are not used inside the school building at any time without permission from a teacher or administrator, and/or unless an exception is allowed, as outlined in 7(10), 7(11), and 7(12) below.
   b) Students put away any PMDs they have brought to school before entering the school.
   c) If a student needs to contact a parent / guardian using a PMD during the school day, they must ask a teacher or go to the main office to ask to use their PMD.

High School Settings

7) A high school principal may choose to limit spaces in the building where PMD use is permitted during a break or a spare, based on the school community's context.

PMD Use Prohibited in Certain Settings

8) Student PMDs are not permitted to be used in bathrooms or changing rooms under any circumstances.
9) Student PMDs are not permitted to be used during a test or in an exam setting, unless students have been given explicit permission to do so to accommodate an identified educational need by the teacher or supervisor administering the test or exam.

Exceptions

10) Students with Individual Program Plans that specifically allow for PMD use as an accommodation may be granted exceptions on a case-by-case basis.

11) Students with a completed Student Health Plan (as per AR 6002: Student Health Services) that identifies the need for PMD use due to a documented medical condition may be granted exceptions on a case-by-case basis.

12) Students who are working to acquire the English language (i.e. new to Canada) may be permitted to use PMDs to support language translation on a case-by-case basis.

Consequences for Non-Compliance

13) Students who bring PMDs to school are expected to comply with all parts of this administrative regulation as well as AR 6005: Student Code of Conduct.

14) Students who refuse to comply with CBE's regulations for the use of PMDs in the school setting may be subject to disciplinary measures as per AR 6006: Progressive Student Discipline.

15) Principals and assistant principals are expected to comply with AR 6006: Progressive Student Discipline in enforcing this administrative regulation.

Parent Contact

16) Unless the student is an independent student, the parent/guardian will be contacted when a student is found to be non-compliant with this administrative regulation.

Annual Notification

17) CBE will notify parents and students of this regulation annually, near the start of a new school year.

8 | History

Approval	August 2024
Revision/Review Dates	November 30, 2026
Next Review	November 2031

9 | Related Information

Governance Culture

- GC-1: Board Purpose

Administrative Regulations

- AR 1062: Responsible Use of Electronic Information Resources
- AR 1067: Use of Social Media
- AR 6000: Independent Students
- AR 6005: Student Code of Conduct
- AR 6006: Progressive Student Discipline
- AR 6031: Safe and Caring Learning and Work Environments

Legislation

- *Education Act*, SA 2012, c. E-0.3
- Ministerial Order (#014/2024) Standards for the Use of Personal Mobile Devices and Social Media in Schools
- *Child, Youth and Family Enhancement Act*, RSA 2000, c. C-12

Documents

- FAQ - Student Personal Mobile Device Policy