



# West Island College Society of Alberta Personal Mobile Device Policy

**Effective Date**  
August 29/2024

**Date Reviewed**  
11/26/2024

**Next Review Date**  
9/30/2025

**Criticality**  
High

**Owner**  
Head of School & CEO

**Status**  
New

## Purpose

To support student wellness, the building of community, and to facilitate academic learning at West Island College (the “School”).

## Definitions

- a. Where “personal mobile device” means any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, or smartwatch
- b. Where “social media” refers to digital platforms and applications that enable users to create, share, and interact with content and connect with others online. These include, but are not limited to, social networking sites (e.g., Facebook, Instagram, LinkedIn), content-sharing platforms (e.g., YouTube, TikTok), messaging services (e.g., WhatsApp, Snapchat), and collaborative tools (e.g., blogs, forums, wikis). Social media is a space for communication, collaboration, and expression, and its use in the school community should reflect the institution’s values and policies.

## Policy Statement

Students must adhere to the following in relation to the School’s Personal Mobile Device policy:

- 1) Student cell phone use will not be permitted between 7:45am and 3:20pm, including over the lunch break
- 2) Cell phones and smart watches brought to school must be powered off or on silent mode, will be placed in storage units located at designated locations between 7:45 a.m. and 3:20 p.m. and must be collected by students from the storage unit at the end of each school day
- 3) Students may not access social media on school networks or on school devices

## Limited Use Exceptions:

- a. Limited use of personal mobile devices will be permitted, as determined by a school principal or equivalent for health or medical reasons or to support special learning needs;

- b. Limited use of personal mobile devices may be permitted for educational or other purposes, as determined by a principal or equivalent; and
- c. Limited access to social media may be permitted, as determined by a principal or equivalent.

**References for corresponding policy and procedure:**

- a. West Island College Acceptable Use policy in Family Handbook
- b. Social Media Responsibility Agreement in enrollment contract
- c. Progressive Student Discipline policy in Family Handbook

**Review of Policy**

This policy shall be reviewed annually by the School and at least every three years by the Board to ensure that it is still appropriate for the current circumstances.