

# Living Sky School Division No. 202

## Administrative Procedure (AP) Manual



Procedure Name: Use of Personal Mobile Devices			
Procedure Type:	School Operations	Implementation Date:	JUL 6, 2015
Procedure Number:	4.36	Last Revision Date:	AUG 23, 2024
AP Owner:	Superintendent of Learning	Last Reviewed:	NOV 17, 2025
Legal Reference(s):	<i>Education Act, 1995, s. 150, 151, 175</i>		

### Background

Living Sky School Division (LSKYSD) recognizes the value of educational technology for improving student learning. In this context, personal mobile devices have the potential to powerfully complement the learning environment when aligned with responsible use and digital citizenship.

However, a growing body of research points to problematic side effects related to distraction, focus and potential addiction to technology. Reflecting LSKYSD's strategic goals, this procedure is set out to optimize student learning and well-being, while addressing transition and equity considerations, in a focused learning environment.

Therefore, the visible presence of personal mobile devices in classrooms and other learning environments during instruction will occur:

- in grades 9-12, provided there is a learning plan in effect. This includes passive and active uses.
- for individual students in PreK-12 who require personal mobile devices for health-monitoring purposes. The school administrator may request medical documentation in these circumstances.
- for individual students in PreK-12 who require the use of personal mobile devices to support specific learning needs as outlined in Records of Adaptions or as recommended by a learning services or medical professional or as part of Intervention and Inclusion Plans. In such cases, these decisions will be made at the discretion of the administrator in consultation with school and Division-based staff.

Schools will develop guidelines for use and storage of personal mobile devices and will ensure that all staff, students, and parents/guardians are aware of these guidelines. Guidelines should communicate the purpose of optimizing student learning and wellbeing.

Staff should endeavour to model best practice in their own use of personal mobile devices in the learning environment.

### Scope

This procedure applies to all students in Living Sky School Division. The procedure also applies to all staff who are responsible to support student learning by upholding their school's guidelines regarding personal mobile devices.

### Definitions

**Active use** refers to using personal mobile devices to directly address a curricular outcome. For example, using a graphing calculator app in a math class or doing online research connected to a curricular outcome.



**Passive use** refers to using personal mobile devices to support student learning or wellbeing. For example, listening to music when working in class.

**Personal mobile device** refers to any personal digital device with a screen size of seven inches or smaller that has internet access, texting, music, social media, or gaming capabilities. For the purpose of this procedure, smart glasses will be considered personal mobile devices and are thus distinguished from other wearable technology.

**School guideline** refers to a school's guidelines for storage and use of personal mobile devices.

**Instructional time** refers to both in-school and out of school curricular learning time. In-school instructional time encompasses all designated instructional minutes as set out in your school's schedule in congruence with Ministry requirements.

**Learning with personal mobile devices plan** refers to a teacher's outline of the nature and purpose of technology use in their classes for grades 9-12, as outlined in Appendix 4.36A.

## Roles & Responsibilities

### School Administrators

- in consultation with staff, are responsible to devise, approve, monitor, and administer school guidelines for use and handling of personal mobile devices. Administrators will ensure that these guidelines are communicated to all staff, students, and parents/guardians.  
For grades 9-12, administrators are also to approve teachers' "Learning with Personal Mobile Devices Plans" (See Appendix 4.36A) as outlined in their course syllabi and parent/guardian communication.

### Teachers and other Educational Staff

- are responsible to implement and ensure adherence this procedure and to school guidelines for the use of personal mobile devices. If applicable, teachers of grades 9-12 are to include a "Learning with Personal Mobile Devices Plan" (See Appendix 4.36A) in their course syllabi and parent/guardian communication.  
Due to the rapidly changing nature of technology, teachers and other educational staff are to engage in ongoing dialogue as to the efficacy and effectiveness of this procedure in supporting learning, wellbeing, transitions, and equity.

## Procedures

1. For students in PreK-grade 8, personal mobile devices shall be out of sight and on silent mode or off during instruction. Wearable technology may be worn but must be configured to prevent distraction from alerts and/or communication.
2. For students in grades 9-12, storage and use of personal mobile devices within the classroom must be directed by the teacher, in accordance with school guidelines and the teacher's "Learning with Personal Mobile Devices Plan" (See Appendix 4.36A), set out in their course syllabi and communicated to their parents/guardians.
3. Schools will develop guidelines that outline expectations for use of personal mobile devices during instructional and non-instructional time, including field trips and non-traditional classroom activities, where applicable. Guidelines will follow procedure *4.15 Student Discipline*.



4. Administrators will ensure that school guidelines regarding personal mobile devices are communicated to all staff, students, and parents/guardians.
5. While at school or during field trips and non-traditional classroom activities, personal mobile devices remain the responsibility of the owner. LSKYSD is not responsible for lost, stolen or damaged devices.
6. School administration maintains the right to augment this procedure to include non-instructional time (i.e. lunch and recess).
7. Consequences for inappropriate use remain at the discretion of the school.
8. Individual exemptions for students who require personal mobile devices for health or specific learning needs remain at the discretion of school administration. Appropriate documentation should be maintained for students granted individual such exemptions. A medical certificate may be requested by the school administrator before an exemption is granted.

## Appendices

- 4.36A Learning with Personal Mobile Devices Protocol (for Teachers in grades 9-12) – *internal document*
- 4.36B School Mobile Technology Guidelines & Process for Medical Exemptions Protocol – *internal document*
- 4.36C Medical Certificate Request Template for Use of Personal Mobile Devices – *internal document*

## Related

- 4.37 Responsible Use of Technology
- 4.15 Student Discipline
- 4.37B Technology Responsible Use Agreement – Student

[Digital Citizenship in Saskatchewan Schools, 2015](#) (*Ministry document*)

[New Provincial Measures to Limit Cell Phones in Saskatchewan's K-12 Classrooms](#) (*Ministry document*)

[The Use of Personal Mobile Devices in Canadian Schools: Trauma-Informed and Systems-Oriented Guidelines and Resources for Implementation, August 2024](#) (*Centre for Trauma Informed Practices document*)