



**Win Ferguson Elementary**  
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 or smartwatch.

**Use of PMDs**

Elementary aged 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 Win Ferguson Elementary, all devices brought to school are to be stored in student backpacks on coat hooks and are to be either powered off or in silent mode.

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 Win Ferguson Elementary and Elk Island Public Schools assume no responsibility for the safety, security, loss, repair or replacement of the PMD.

**Progressive Discipline**

At Win Ferguson Elementary, 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 disciplinary practices and parents/guardians will be notified as outlined below.

	Disciplinary practice
First Infraction	Staff member addresses the infraction with the student and has the student put the PMD into their backpack.
Second Infraction	Teacher addresses the infraction with the student AND calls home.
Third Infraction	Teacher sends the student to the office so Administration can address the infraction with the student AND call home.
Fourth Infraction and beyond	Teacher sends the student to the office so Administration can address the infraction with the student AND call home. PMD will have to be picked up by a parent/guardian from the office. *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)

The principal or teacher will consider individual circumstances and may move further down the disciplinary actions as required.

**Parent/Caregiver Communication with Students**

Parents are asked to refrain from contacting their child/student on their PMD during the school day. Parents can contact the school office at 780-998-1441 and staff will facilitate contact with the student during the school day, if needed.