

# Holy Trinity High School Cell Phone Policy – August, 2026

(subject to change as this is an evolving policy)

On June 20, 2024, Education Minister Demetrios Nicolaides announced Ministerial Order #014/2024, which outlined the Alberta Government policy for Standards for the Use of Personal Mobile Devices and Social Media in Schools.

- Cell phones/electronic devices may serve as an instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. To preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Holy Trinity High School.
- Student use of cell phones, personal devices, or other electronic devices during the instructional time is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom.
- Abuse of this privilege will result in consequences such as, but not limited to, suspension or loss of other privileges such as participation in school trips or activities, sports teams, extracurricular activities and potentially graduation exercises.

## 1. Cell Phone/Device Policy:

- a. At the start of each class, staff will state that students are expected to have their phones turned off and out of sight during instructional time. This means stored in a locker, or backpack. All Air pods are to be removed and stored in a comparable manner.
- b. No cell phones are to be used during instructional time (class time: this includes gym, field trips).
- c. No Air pods or headphones are to be used during class.
- d. No smart watches are to be used during class for messaging or apps.
- e. **Meta glasses: Students are not allowed to wear meta glasses during instructional time including examinations.**
- f. Electronic devices may be used for instructional purposes that are determined by classroom staff, on an ongoing basis.
- g. Students will be permitted to access their phones at school during non-instructional times (i.e. transition times between classes, lunch).
- h. Students needing to use such devices to complete work or study while on a spare, will be able to do so.
- i. If a student is found to be leaving the classroom during instructional time to go use their cell phone, progressive consequences will occur.

**2. Information Dissemination:** All teachers and course outlines will have the cell phone policy clearly outlined and in their Google classroom

- a. This will also go home in a school wide email to parents from admin.
- b. This will also be discussed at opening assemblies.
- c. Posted school website

## 3. Progressive Consequences:

- a. After school wide assemblies in September, the policy will go into place.
- b. The phone must be powered off and, in their locker, or backpack, where it is not visible.
- c. If a student refuses to follow the rules listed above, this does not become an issue with electronic devices, rather, it is about a choice not to follow a Provincial regulation. The school will use its resources and current policies under the Alberta Education Act to work with students and families to find a solution. In some cases, the school progressive discipline process will be invoked as a solution measure.

Under the Alberta Education Act, Section 31 and 32 students are expected to:

- d. comply with the rules of the school and the policies of the board
- e. co-operate with everyone authorized by the board to provide education programs and other services
- f. be accountable to the student's teachers and other school staff for the student's conduct
- g. Students and parents are partners in education

Holy Trinity High School will manage this new policy through teacher and student education opportunities and current school policies that align with the Alberta Education Act. During the implementation of the new policy, the school will continue to follow our guiding principles: “All students are entitled to welcoming, caring and respectful safe learning environments that respect diversity and foster a sense of belonging”.

**Exceptions to These Guidelines:** as per the Ministerial Order”

- a. students who may have Medical Management Plans (MMPs) and require their phones for medical reasons. This will be completed and notified through the TA (Teacher Advisor) or Link Administrator with a parent meeting.
- b. Contacting your Child in an Emergency- If you need to get a message to your child during the school day, please contact the office by email (monitored throughout the day) or phone (780-462-5777).

We know this transition will be challenging for many youths (as well as many adults) who may be experiencing a constant need to access technology. We are committed to educating and working with students and families as we explore topics related to technology and social media and any anxiety students may have with this new policy. We hope to:

- 1. Promote Digital Literacy:** Educate students about the potential risks and benefits of technology and social media. This includes understanding online privacy, recognizing misinformation, and practicing safe online behavior.
- 2. Encourage Open Communication:** Foster an environment where children feel comfortable discussing their online experiences. Regular check-ins can help identify any issues early and provide support as needed.
- 3. Model Healthy Behavior:** Demonstrate balanced tech use in our own lives. Youth often mimic the behavior they see, so setting a good example can have a positive impact.

**Consequences for students who do not follow this policy:**

- Step 1- **First Offence:** Student is misusing technology, and or caught with cell phone or other technology during instructional time: Teacher verbally warns the student to put the technology away and logs this information in the log entry
- Step 2- **Second Offence:** Teacher calls the office and sends the student to the grade coordinator. Grade coordinator confiscates the technology till the end of the day and calls home as well as logs this information.
- Step 3- **Third Offence:** Teacher sends student to grade coordinator, and grade coordinator proceeds with suspension.