



*Graeme Finlay, M.Ed.
Principal*

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Assistant Principal*

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Assistant Principal*

August 28, 2024

Personal Mobile Device and Social Media Restriction Grades 5-12

Dear Westmount Families,

In order to comply with the [Ministerial Order](#) provided by the Government of Alberta in June, Westmount Charter School is implementing an interim addition to Administrative Procedures 342 and 342.1 effective September 3, 2024.

Interim addition to Administrative Procedures [342](#) and [342.1](#)

Personal mobile devices include cell phones, smart watches, tablets, laptops*, iPads*, Bluetooth earbuds/headphones or any personal electric device that can be used to communicate with or access the internet. These devices must be powered off or set to silent mode and stored out of sight in student lockers, backpacks or a designated area during the school hours of 8am to 4pm. In addition, students are not permitted to access social media on the Westmount Charter School network.*

*Please refer to the following document - [Westmount Mid High Personal Device and Technology Policy and Procedures](#) – for further detail and the acceptable use of personal laptops, iPads and Tablets

If a student is found to be using a personal mobile device during the school hours of 8am to 4pm, Westmount Charter School staff will use a progressive student discipline approach, aligned with [Administrative Procedure 350 Student Discipline](#), which will begin with ensuring the student understands the expectations.

The interim Administrative Procedure addition will apply to all students, with exceptions for students using devices for health and medical needs or to support their Individual Program Plan (IPP). Students who require access to personal mobile devices for health or medical needs will require parental communication with school administration in alignment with [Administrative Procedure 316 Administration of Medication or Medical Treatment](#). Please contact either [Seamus Doyle](#) (Assistant Principal for last names that begin with A-L) or [Julie Jansen](#) (Assistant Principal for last names that begin with M-Z) to discuss individual student needs and provide supporting documentation.

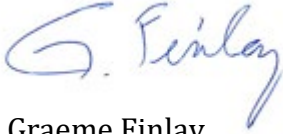
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Parents/Guardians are asked to refrain from contacting their child/student on personal mobile devices during the school day. Parents/Guardians can contact the school office and the office will facilitate contact with students during the school day when needed. If students need to contact their parents/guardians during the school day, they can do so through the school office or with permission from school staff.

This interim addition to Administrative Procedures 342 and 342.1 will be reviewed, and a Personal Mobile Device and Social Media Policy will be implemented on or before December 20, 2024. Feedback from staff, students and parents through school administration will be considered before finalizing the Administrative Procedure.

Thank you for your support.

Yours truly,

A handwritten signature in blue ink that reads "G. Finlay". The signature is written in a cursive style with a large, looped initial "G".

Graeme Finlay
Principal, Mid High Campus, Westmount Charter School

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