



Hillcrest Christian School

Cell Phone Policy

Updated May 2025

Purpose

In keeping with its mission and Alberta legislation, Hillcrest Christian School and the Hillcrest Christian School Society is committed to:

1. Restrictions on student use of Personal Mobile Devices and Social Media:

- a. All personal mobile devices should be powered off and stored in the student's locker
- b. No cell phones are to be used during instructional time (class time: this includes gym, field trips or any time that is spent in the classroom or classroom setting, during school hours)
- c. No AirPods are to be used during class.
- d. No smart watches are to be used during class for messaging or apps
- e. Cell phones are not to be charged during school hours in the building.
- f. During non-instructional time (spares, lunch, etc.), cell phones are not to be used.
- g. No social media is to be accessed during the school day unless sanctioned by school staff.
- h. If a student is found to be leaving the classroom during instructional time to go use their cell phone, immediate consequences will occur.
- i. Limited use of personal mobile devices may be permitted for educational or other purposes, as determined by a principal or equivalent.
- j. Students with specific accommodations for the use of technology should maintain regular contact with individual classroom teachers. This will help to establish routines and promote partnerships with teachers while respecting the intent of the technology guidelines.

2. Information Dissemination:

- a. The principal will review the cell phone policy with staff at the first staff meeting of every year. This policy will go home in a school wide email to parents from administration at the beginning of every school year.
- b. There will also be a Grade Level Assembly for explanation of the policy that will be mandatory for all students at the beginning of the school year as well as the beginning of the second term.
- c. Staff will draw attention to the schools cell phone policy at the beginning of the year with their home room class.

3. Use of Social Media

- a. Social networking sites (i.e., Snapchat, Instagram, Twitter, TikTok) are not to be accessed by students during the school day while on campus or on a school-sponsored trip. When using social media during personal time off campus, students are reminded that the guidelines for appropriate campus behavior in this applies at all times. Harassing or bullying behaviors that are performed using social media are equally as serious as performing these behaviors in person and are also prohibited.
- b. The use of social media may be permitted on a case-by-case basis if the use of social media is deemed to be helpful to the students, mental and academic well being. The decision would involve the teacher, the student, the parent and would need to be signed off on by the principal or vice-principal.

4. Parents

- a. If parents need to communicate with their child during the school day, they can do so by contacting the school office or by contacting the student's teacher. All parents have access to this information on the school's communication portal.
- b. If students need to contact their parents/guardians during the school day, they can do so through the school office or with permission from teachers or administrators.
- c. Parents are asked to refrain from contacting their child/student on personal mobile devices during the school day to avoid interrupting or distracting students from learning activities.

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5. Students - Under the Alberta Education Act, Section 31, students are expected to:
 - a. Comply with the rules of the school and the policies of the board.
 - b. Be accountable to the student's teachers and other school staff for the student's conduct.
6. Progressive Consequences:
 - a. Staff will monitor student's breach of the cell phone policy and inform administration.
 - b. First Offense: Student will be warned, and cell phone will be powered off and placed in student's locker.
 - c. Second Offense: Cell phone will be confiscated and released to parent or guardian at the end of the day.
 - d. Third Offense: With the cooperation of the parents, the student will not be allowed in the school with a digital device.

Off Campus: We will not be able to monitor phone use when students are on-off-campus days