

Student Handout: Personal Mobile Device (PMD) Policy

In alignment with Government of Alberta standards, Ross Sheppard High School restricts the use of personal mobile devices (PMDs) and social media on school networks. Our goal is simple: to create a focused, engaging learning environment free from digital distractions.

What Counts as a PMD?

This policy applies to but not limited to cellphones, smartwatches, smartglasses, and headphones/earbuds.

Expectations During Instructional Time:

During class time, all PMDs must be turned off and stored completely out of sight.

- **No Use in Class:**
 - Devices cannot be out at any point during class, including during assessments or when taking a washroom break.
- **Where to Store Your Device:**
 - PMDs must be stored in your school locker or placed in the designated classroom holder.
- **Hallways and Washrooms:**
 - PMDs are strictly prohibited in hallways and washrooms during class periods.

Where CAN You Use Your PMD During a Spare?

If you have a spare, you may use your device only in these designated zones:

- The Cafeteria
- The Library
- Designated seated areas throughout the school

Progressive Discipline Protocol: If you choose not to follow the PMD policy, the following steps will be taken:

- **First Offense:** The device will be confiscated by the classroom teacher for the remainder of the class period and the teacher will make a log note.
- **Second Offense:** The student will be sent down to the office. The device will be turned over to the office for the remainder of the school day, and their Assistant Principal will contact the student's parent or guardian.
- **Third Offense:** The student will be sent down to the office. The device will be held in the office until the end of the school day, parent/guardian notification will occur, and a one-day suspension will be issued.