



Use of Personal Mobile Devices and Social Media Policy

Background

Aflah Academy recognizes the importance of integrating responsible use of technology into a modern educational environment. The regulated use of personal mobile devices can enhance safety, support instructional practices, and foster effective communication within the school community. However, unregulated use may pose risks to student safety, disrupt the learning process, compromise privacy, and hinder academic performance.

This policy outlines expectations for the use of personal mobile devices and social media within Aflah Academy to ensure a secure, respectful, and focused educational environment. It aligns with Ministerial Order #014/2024 and adheres to applicable legislation and ethical standards.

Scope

This policy applies to all students, staff, volunteers, and representatives of Aflah Academy, including School Council members.

Definitions

- **Personal Mobile Devices:** Includes personally owned phones, tablets, laptops, smartwatches, headphones/earbuds, e-readers, USB devices, and other digital communication or storage devices.
 - **Social Media:** Refers to platforms used for online interaction and content sharing, including but not limited to Facebook, Instagram, Snapchat, X (formerly Twitter), TikTok, YouTube, blogs, forums, and messaging applications.
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Guiding Principles

- Technology must support educational outcomes and be used in a manner consistent with the values and mission of Aflah Academy.
 - The school is committed to creating a safe and respectful digital environment.
 - All community members are expected to act responsibly and ethically, both in-person and online.
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Procedures

Use of Personal Mobile Devices by Students

- Personal mobile devices must be **powered off and stored out of view** during instructional time and school events, unless permitted for:
 - Learning purposes with teacher/principal authorization
 - Documented medical or special learning needs
 - Devices may only be used on the **designated guest network**. Access to instructional or administrative networks is restricted to Aflah Academy-owned devices.
 - **Designated storage locations** (e.g., lockers, backpacks) will be made available or required for safekeeping during school hours.
 - Students may not use personal mobile devices in **private spaces** such as washrooms, prayer areas, or counselling rooms.
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Staff Use of Devices

- Staff must comply with Aflah Academy's internal IT and confidentiality protocols. Personal devices may only be used professionally and must not compromise school security or privacy.



Disciplinary Actions for Student Misuse

Progressive discipline will be applied for misuse of personal mobile devices during instructional time:

1. **First Offense:** Device confiscated and returned at end of class. Parent/guardian notified.
2. **Second Offense:** Device held in the office until the end of the school day. Parent/guardian notified.
3. **Third Offense:** Device held in the office and returned only to the parent/guardian in person.
4. **Repeated Offenses:** May result in further disciplinary action in accordance with Aflah Academy's Code of Conduct and Suspension Policy.

Social Media Access and Use

For Students

- Students are **prohibited from accessing social media** on Aflah Academy's networks.
- Exceptions may be granted for approved educational projects, upon principal request and authorization by administration.

For Staff

- Access to social media is permitted **only** on school-owned devices or approved staff networks for professional purposes.
 - Staff may request individual access credentials; these must not be shared.
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Representation of Aflah Academy on Social Media

- Only authorized individuals may create or manage social media accounts on behalf of the school or its related groups (e.g., School Council).
 - Requests must be submitted to and approved by school administration.
 - Official pages must clearly identify Aflah Academy and be monitored by at least two staff administrators, including a principal or vice principal.
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Privacy, Respect, and Confidentiality

- Users must not disclose confidential student or staff information without written consent from administration and legal guardians (if applicable).
 - Defamatory, harassing, or inappropriate content will not be tolerated and may result in disciplinary or legal action.
 - All online interactions and posts are subject to the **Freedom of Information and Protection of Privacy Act (FOIP)** and other applicable legislation.
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Staff–Student Online Communication

- All online communication between staff and students must be related to coursework or school-sanctioned activities.
- Social media groups must be:
 - Approved by the principal
 - Supervised by at least two school staff members
 - Governed by the professional standards of conduct



- Staff are not permitted to "friend" or privately message students on personal platforms unless part of an official, supervised group.
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Emergency Situations

- In the case of an emergency (e.g., lockdown or evacuation), device usage will follow protocols communicated by school administration. Students and staff will be informed in advance of the expected use of devices in such events.
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Parental Communication and Awareness

Principals will inform families annually of the risks associated with misuse of mobile devices and social media, including:

- Impacts on mental health
- Exposure to cyberbullying
- Effects on academic focus and achievement

Communication may occur through newsletters, emails, or parent meetings.

Liability

Aflah Academy is not responsible for lost, damaged, or stolen personal mobile devices. Users bring personal devices at their own risk.

Approval and Review

Approved: June 16, 2025

Next Review Date: June 30, 2030



Legal and Policy References

- *Education Act (Alberta)*
 - *Freedom of Information and Protection of Privacy Act*
 - *Canadian Charter of Rights and Freedoms*
 - *Canadian Criminal Code*
 - *Copyright Act*
 - *ATA Code of Professional Conduct*
 - *Ministerial Order #014/2024 – Standards for the Use of Personal Mobile Devices and Social Media in Schools*
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