



Acme School: 403 546 3845  
Dr. Elliott School: 403 546 3863

**DR. ELLIOTT SCHOOL**

***Ms. Sadie Oberle, Principal  
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**September 2, 2024**

Dear Parents and Guardians,

As per the Superintendent's letter, Alberta Education issued a Ministerial Order regarding the use of personal mobile devices and social media in schools. Dr. Elliott and Acme schools will be following Golden Hills School Division's Administrative Procedures clear guidelines which are in accordance with the Ministerial Order.

Students in k-6 will not be allowed personal devices during instructional hours, at any time. Personal mobile devices must remain in their lockers (backpacks) and turned off during school hours.

Below is a condensed summary of the guidelines Dr. Elliott School will be following for Grade 7-9 Students:

- Students are required to place their personal mobile devices (ie. cellphone, tablet, computer, gaming device, or smartwatch) powered off or on silent in a container with separate, labeled slots for each phone, which will be locked safely in the office.
- Students are prohibited from accessing social media on school networks or devices.
- Limited use of personal devices is permitted for health or medical diagnoses as determined/approved by the principal. This must be part of the students personalized plan and determined in consultation with parents, and health care professionals.
- Limited use of personal devices is permitted to support personal learning needs as determined/approved by the principal. This must be part of the students personalized plan and determined in consultation with parents, health care professionals, and educational consultants.
- Personal mobile devices may be used for educational or other purposes as determined by the principal.
- In the event of an emergency, the principal will communicate acceptable use of personal mobile devices.
- If you need to get a message to your child, please contact the school office.

Progression of Disciplinary Measures for the possession and/or usage of personal mobile devices during the school day:

1. The student will be given a warning and asked to put it away.
2. Temporary confiscation, where the student or parent/guardian may regain access or collect the device at the end of the school day. The teacher will have a conversation with the student and parents/guardians.
3. Prohibition of the device on school property.
4. If the device is on school property after prohibition, the principal and or vice principal will determine appropriate disciplinary measures which may include suspension of the student.

We encourage students to leave their personal mobile devices at home whenever possible. Our goal is to work collaboratively with students and families and be proactive in addressing any concerns. Parents/guardians will be contacted if their child is found to be in violation of the above guidelines. We thank you in advance for your understanding and support.

If you have any questions about your child's specific needs, please do not hesitate to contact us.

Sincerely,

Sadie Oberle - Principal  
Jennifer Walker-Aoki - Vice Principal