



## **Lighthouse Mobile Phone Policy**

**REVIEWED: August 21, 2025**

**AMENDED:**

**APPROVED:**

### **Policy**

To define the appropriate use, supervision, and management of mobile phones and personal electronic devices by students, staff, and visitors at Lighthouse International School, ensuring alignment with Alberta Education digital responsibility frameworks, Cambridge International Examination guidelines, and the professional conduct standards outlined in the Staff Handbook.

### **Policy Statement**

Mobile phones may be valuable tools for communication and safety outside of school hours; however, their presence and misuse during the school day can disrupt learning, reduce focus, and compromise privacy. Lighthouse International School therefore completely restricts the use of mobile phones during the school day to maintain an atmosphere conducive to learning and wellbeing. Staff are expected to model professional and appropriate use at all times, in accordance with the Staff Handbook and professional expectations.

### **Procedures**

| <b>Role</b>      | <b>Responsibility</b>                                                                                                                                                                             |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Principal</b> | Ensure all staff understand and implement the mobile phone policy consistently; review incidents of misuse and oversee parent communication when necessary.                                       |
| <b>Teachers</b>  | Enforce the policy during class, homeroom, and extracurricular activities; confiscate devices when used inappropriately and deliver them to the school office; model appropriate digital conduct. |



| Role              | Responsibility                                                                                                                                                                                           |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Support Staff     | Report misuse of mobile phones immediately to a teacher or school leader and refrain from using personal phones while supervising students.                                                              |
| Students          | Turn off mobile phones during school hours and store them in the designated holder in their homeroom. Refrain from using phones for messaging, gaming, social media, or photography during school hours. |
| Parents/Guardians | Support the school policy by contacting the office for urgent communication rather than calling or messaging students directly during the school day.                                                    |

### Implementation Procedures

*Storage and Use:* All students who bring phones to school must turn them off and store them in designated classroom holders during the school day. Phones may only be used with teacher permission for educational purposes.

*Confiscation:* If a student uses a mobile phone during class or on school grounds without authorization, it will be confiscated and handed to the office for collection at the end of the day. Repeated breaches will result in parental notification and potential further disciplinary action.

*Emergency Contact:* Students who need to contact home must use a school office phone. Parents who need to contact their child must do so through the school office.

*Staff Use:* Staff must not use mobile phones in view of students unless for instructional or emergency purposes. Personal calls, texting, or social media use should occur only during non-contact times and away from students.

*Examination and Assessment Conditions:* Mobile phones and smartwatches are strictly prohibited during examinations and assessments. Possession of such devices may lead to disqualification in line with Cambridge International Examination regulations.

*Safeguarding and Privacy:* Any misuse of mobile phones for recording or sharing images or videos without consent will be treated as a safeguarding issue and investigated accordingly.

### Accountability, Monitoring & Review

Teachers will record confiscations and repeated breaches. The leadership team will review patterns of misuse and update the policy as needed to ensure consistency and relevance. The Principal will ensure this policy remains aligned with Alberta and Cambridge frameworks and the expectations set in the Staff Handbook.