



Date: September 24, 2025 **Agenda Item:** 8.7

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Lisa Lacroix, Associate Superintendent Human Resources

Subject: **Administrative Procedure 710: Staff Personal Mobile Use**

Background:

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values and the effective operation of the Division ([AP205: Developing Administrative Procedures](#)).

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

The Administrative Procedure, formerly titled *Staff Cell Phone Use*, has been updated with only minor revisions. The most notable change is the updated title, *Staff Personal Mobile Device Use*, to better reflect and incorporate all digital devices beyond cell phones. In addition, wording and grammar adjustments were made throughout the document to improve clarity and consistency. These changes do not alter the intent, expectation or application of the Administrative Procedure.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY: (2) Modeling Commitment to Professional Learning
INDICATORS: d. seeking and critically reviewing educational research and applying it to decisions and practices, as appropriate.

COMPETENCY: (6) School Authority Operations and Resources
INDICATORS: e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

Governance Implications:

[Education Act](#)

Superintendent of schools

222 (5) The superintendent shall supervise the operation of schools and the provision of education programs in the school division, including, but not limited to, the following:

(d) providing leadership in all matters relating to education in the school division.

[Policy 10: Board Delegation of Authority](#)

All authority delegated to the staff of the Division is delegated through the Superintendent.

[Policy 11: Superintendent of Schools](#)

The Superintendent directly reports to the Board of Trustees and is accountable to the Board of Trustees on behalf of students and the public, for the total operation of the school system in a manner that is consistent with the requirements of the Education Act, Alberta Education regulations, the Superintendent Leadership Quality Standard, Board policies, Division vision, mission and values, and the Education Plan goals.

[Administrative Procedure 205: Developing Administrative Procedures](#)

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Administration is prepared to respond to questions at the September 24, 2025, Public Board meeting.

Attachment(s) and/or link(s):

1. Administrative Procedure 710: Staff Personal Mobile Use - Tracked Changes

710: Staff Personal Mobile Device Cell Phone Use

Responsible Administrator: Associate Superintendent Human Resources

PURPOSE

Sturgeon Public Schools has an obligation to provide a safe, productive and professional environment for students and employees.

Division employees can more effectively contribute to the workplace by refraining from the personal use of a Personal Mobile Device cell phone during assigned duties.

The Division has a responsibility to ensure employee personal mobile device cell phone use during all assigned duties does not interfere with social and instructional outcomes for students.

Definitions:

Assigned Duties: All work-related responsibilities, including instruction, supervision, meetings, travel on Division business and any other duties assigned by the supervisor.

Personal Mobile Device: any electronic device capable of communication, data access or recording (ie. cell phone, smartwatch, tablet)

PROCESS

The Associate Superintendent Human Resources shall maintain this Administrative Procedure.

PROCEDURE

Assigned Duties

1. **Safety While Driving:** Employees must not use a personal mobile device for non-emergent purposes while operating a vehicle on Division Business. ~~During all assigned duties, employees will refrain from using their cell phone for non-emergent situations while driving.~~ In emergent situations, ~~the employees~~ will either safely come to a complete stop before using their personal mobile device cell phone or utilize a hands-free device. ~~to safely use their cell phone.~~
2. **Personal Use During Assigned Duties:** ~~Every e~~Employees shall refrain from using their personal mobile device cell phone for personal use during assigned duties unless expressly authorized under section 3.
3. **Exceptions for Emergencies:** If an ~~E~~employees ~~who~~ anticipates the need ~~to respond to their~~ for urgent communication personal cell phone during assigned duties, they must ~~should~~ discuss the situation this need with their school Principal/direct supervisor. Any ~~These~~ exceptions must ~~should~~ be temporary, situational and ~~and for emergent situations and documented via email or note to file.~~

4. **Supervisor Responsibilities:** Principals/supervisors ~~are~~ shall be responsible for communicating ~~these cell phone use~~ expectations and ensuring consistent application within their work locations. ~~during assigned duties.~~

Discipline

5. Failure to comply with the guidelines communicated in this administrative procedure regarding the safe and appropriate use of personal mobiles ~~cellular~~ devices may result in discipline up to and including termination of employment.

References:

Policy 11: Superintendent of Schools

Policy 19: Welcoming, Caring, Respectful, Inclusive, Safe and Healthy Environments

Administrative Procedure 870: Responsible Use of Technology Resources

Exhibit 1 - Responsible Use of Technology Resources Protocol Staff

Occupational Health and Safety Act – Section 2

Traffic Safety Act - Section 115.1 ~~Alberta Distracted Driving Regulation~~

History

2020 Jan 29 Initial Approval

2025 Sep 24 Amended