



# Clarence Sansom Digital Citizenship & Admirable Use Policy 2023-2024

Students at Clarence Sansom School will have the opportunity to utilize various technology, including tablets, computers, Chromebooks, online applications, and other digital resources during their learning this year. Prior to using technology in the school, expectations are being communicated to students and parents/guardians.

**Each student and their parent/guardian is expected to read the information below and sign an acknowledgement of conditions.** If there are any concerns about signing this contract, please contact your child's teacher or your school administrator.

## Digital Technology for Learning

The use of technology is an integral part of learning at all CBE schools, as required by Alberta Education's Information and Communication Technology (ICT) Program of Studies. Students are encouraged to use our network and digital learning tools to collaborate with others to contribute to the learning environment in meaningful, positive ways. By utilizing the school's digital resources and/or the network, students agree to the guidelines for digital technology use outlined in this document. They also agree to the Digital Citizenship guidelines about technology use in the school. For more information about this, visit <https://www.cbe.ab.ca/programs/technology-for-learning/Pages/Digital-Citizenship.aspx>.

Students are encouraged to use digital technology to:

- Access, critically assess, and communicate information and understanding
- Seek alternative viewpoints
- Collaborate during inquiry
- Construct personal knowledge and meaning
- Demonstrate understandings
- Organize and manipulate data
- Interact and share learning with others

## Prohibited acts include:

- Use of someone else's CBE account or access to the network
- Sending or displaying inappropriate messages or images
- Using obscene language
- Harassing, insulting or attacking another person or their reputation
- Trespassing in other people's folders, work or files
- Accessing, posting, sending or downloading inappropriate material
- Assuming the identity of another person
- Moving, altering, opening hardware or computer accessories
- Any attempt and/or threats to harm a person
- Plagiarism of online content
- Posting, publishing, circulating or distributing someone's personal information (images, work, etc.) without their consent
- Use of technology or the network to access sites/software not approved by staff
- Downloading or uploading content not approved by staff
- Damaging or misusing equipment

**CBE My Devices Network**

The CBE My Devices Network enables students to access wireless Internet on school-owned technology or students’ personal devices. Students are expected to follow the same Admirable Use Policy when using this network. The school does not accept any responsibility for loss or damage of any student's personal electronic devices. For more information about the CBE network, visit <https://www.cbe.ab.ca/programs/technology-for-learning/Pages/get-connected.aspx>.

**Personal Devices | Away for the Day Policy**

Over time, we have found that allowing the use of personal student devices causes major distractions to the core focus of our school—teaching and learning. As such, Clarence Sansom School **does not allow students to use their personal devices in the school**, unless for a specific purpose under the direct supervision of a staff member. If students bring their personal device to school, it should be turned off when students enter the building and be put away, out of sight. If parents or guardians are concerned about contacting their child, they are asked to phone the office. Likewise, students can use school phones to call home if necessary.

The following are expectations of students when using digital devices:

- Student-owned devices are to be stored in the student locker or turned off and out of sight in their bags. If a staff member recognizes a phone on a student, they will be expected to put it away in their locker or bag immediately. They should not be visible, used or turned on while in the school. **The school is not responsible for the loss or destruction of these items. Students should not share their locker combinations with others, especially if they are storing their digital devices in them.**
- Students are expected to use all computer, digital, devices, programs, on-line sites (e.g., Google Classroom & Google Apps) respectfully and responsibly in accordance with CBE AR 1062 Acceptable Use of Electronic Information Resources.
- Students are expected to understand and abide by Clarence Sansom’s Digital Citizenship & Admirable Use Policy.
- Students are not permitted to use ear buds or headphones when moving in the hallways or during safety drills. These items should be removed from the ears, even if the device is not on.
- All student accounts and files are considered property of CBE and are monitored by CBE staff.
- Students are expected to immediately report any damage to CBE-owned technology.
- All digital devices, including cameras, are used for educational purposes only and only with teacher permission.
- Students are to submit digital assignments in a format compatible with CBE and Clarence Sansom software.
- Students are responsible for their actions within their account 100% of the time. If you have loaned another student your device or let them know your password you will still be held responsible or dually responsible for any inappropriate activity that occurs during that session.
- **Failure to use digital devices in a respectful and responsible manner may result in a progression of disciplinary measures including problem solving, home contact, and removal of the device, loss of privileges or other disciplinary measures.**

**Procedure for Policy Violation**

Depending on the severity of inappropriate use, consequences will be determined by school staff and the administrative team. Parents/Guardians will be notified. This Admirable Use Policy complements a number of Calgary Board of Education Administrative Regulations, including: AR1062 -- Acceptable Use of Electronic Information Resources, AR6047 – Vandalism and Damage to SchoolProperty, AR6005 – Student Code of Conduct, and AR6006 – Progressive Student Discipline. <https://cbe.ab.ca/about-us/policies-and-regulations/Pages/Administrative-Regulations.aspx>

By signing below you agree to the conditions stated above. Please return this to your teacher.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

Thank you for your support. Please contact us if you have any questions or concerns.