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Calgary Board
of Education

Capitol Hill School
School Digital Citizenship Plan 2025-2026

- K-6 school with a diverse population, which benefits from using technology in varied ways to demonstrate learning.
- School focuses include academic excellence, well-being, diversity and inclusion, and
- Students in Div. I are new to using digital tools for learning
- Students in Div. II have increasing access to personal devices and some are beginning to access social media platforms

School Digital Citizenship Plan

Long Term Goal	Competency	Short Term Goals	Outcomes	Activities & Resources	Measures
Online Safety & Privacy	**Safe** I know how to be safe online and protect my personal information.	Students will learn how to create strong passwords and why they matter. Students will understand why they should not share personal information online (like name, school, photos). Students will learn how to recognize safe and unsafe websites and apps.	Students will be able to create and remember strong, unique passwords. Students will explain what personal information is and why it should be protected. Students will make safer choices about where and how they go online.	Use CBE's Digital Citizenship Insite lessons on passwords and privacy. Teach password-building using visuals and games (e.g., "passphrase" activities). Read picture books or use MediaSmarts videos to explore safe/unsafe scenarios. Use the CBE Student Account Tool to practice resetting passwords.	All students will have unique, secure passwords and know how to reset them. Students will demonstrate their understanding of personal info safety in classroom activities or exit slips. Teachers will report increased student independence and confidence in online safety.
Respectful Digital Communication	**Respectful** I use kind words and actions when I'm online, and I respect others' privacy and ideas.	Students will learn what respectful online communication looks and sounds like. Students will co-create classroom norms for how we treat others in digital spaces. Students will understand how to ask permission before sharing photos or work.	Students will practice using kind, inclusive language when messaging or commenting. Students will respect others' digital work, space, and privacy. Students will understand the difference between public and private sharing.	Co-create class digital citizenship posters with positive "I will..." statements. Roleplay online chats or comment sections (e.g., "Would you say that in person?"). Use stories, videos, and MediaSmarts lessons to explore kindness and consent online. Teach students how to give credit when using someone else's work or idea.	Students will demonstrate respectful online communication during tech-based activities. Teachers will observe improvements in digital group work, discussions, and chats. Student reflections will show understanding of respectful behaviour online.

Purposeful Technology Use	**Involved** I use digital tools to help me learn, be creative, and work with others.	Students will explore how different tools (Google Docs, Read&Write, etc.) can support learning. Students will be encouraged to use technology to share their ideas and collaborate. Students will reflect on how they use tech to show their learning.	Students will confidently choose tools that fit the task (writing, reading, creating). Students will use tools to collaborate with peers respectfully and effectively. Students will be able to talk about how tech helps them learn.	Model tool use during classroom tasks (Google tools, Read&Write, Google Drawings). Provide time for students to explore tools through creative and inquiry projects. Use CBE Insite supports for Google and Read&Write tutorials. Pair students for co-writing, peer feedback, or co-creation tasks.	Increase in student use of digital tools during learning tasks. Students show creativity and purpose in their digital work. Teachers report student ability to independently choose and use appropriate tools.
Healthy Tech Habits & Balance	**Balanced** I balance my screen time and take breaks to care for my body and mind.	Students will learn about the effects of too much screen time (tired eyes, sore bodies, stress). Students will create classroom routines for taking healthy breaks from tech. Students will reflect on how they feel after using screens.	Students will begin to recognize signs they need a break (e.g., tired, distracted). Students will practice self-monitoring their screen time with teacher support. Students will take ownership of breaks and well-being habits.	Direct teach about digital wellness using CBE/MediaSmarts resources. Use class visuals/timers for "tech breaks" or "movement moments." Introduce screen-time reflection journals or mood trackers after tech use. Discuss the importance of outdoor play, face-to-face talk, and movement.	Increase in students asking for or taking tech breaks independently. Student self-reflections show awareness of well-being. Teachers note improved attention, balance, and regulation after tech use.

Next Steps & Focuses for the Coming School Year

- Continue teaching students how to protect personal information online.
- Focus on respectful online communication and classroom norms.
- Provide more chances for students to use tools like Google Docs and Read&Write.
- Remind students to take healthy breaks from technology.
- Use student surveys to reflect on learning and adjust goals.
- Share the plan and expectations with families through the school website.