Calgary Board of Education

Capitol Hill School

School Digital Citizenship Plan 2024-2025

- K-6 school with a diverse population, which benefits from using technology in varied ways to demonstrate learning
- School focuses include literacy, numeracy, and well-being.

- 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						Progress		
Long Term Goal	Competency	Short Term Goals	Outcomes	Activities & Resources	Measures	November	January	June
Long term goal #1 Learners will understand the importance of protecting personal information online and apply appropriate strategies.	I know how to protect my personal information online. I know how to be safe online and create safe spaces for others in online communities.	Short term goal 1 Students will understand the characteristics of a strong password and why it is important to have one	Students will create an age-appropriate unique password to access CBE network/technology	Review resources on Digital Citizenship Insite pages Targeted lessons on creating strong passwords Support from the *Teaching and Learning with Technology* Specialists as needed	All students in the school will have a unique, secure password to access CBE network/technology			
		Short term goal 2 Students will understand the importance of keeping their passwords secure and private	Students will keep their passwords private and keep password hints in a secure location	Review resources on Digital Citizenship Insite pages Students will learn how to reset passwords using the Student Account Tool Support from the *Teaching and Learning with Technology* Specialists as needed	All students will keep their passwords private and know how to reset their passwords, as needed			
Long term goal #2 Learners will self-monitor technology use considering respect of others and personal wellbeing	I balance time online and offline to promote positive mental, emotional and physical wellbeing I understand appropriate times and situations to use technology	Short term goal 1 Students will create school and classroom norms outlining proper technology use etiquette	Students will follow school and classroom norms outlining proper technology use etiquette Students will reflect on the effectiveness of the norms with teacher support, and adjust as needed	Teachers to have discussions with students about reasonable technology etiquette at school, incorporating student voice Review resources on Digital Citizenship Insite pages Support from the *Teaching and Learning with Technology* Specialists as needed	School and classroom norms are co-created, and valued by students. Students feel a sense of ownership and voice in these norms (pre- and post-surveys for students and staff).			
		Short term goal 2 Students will understand the physical and emotional effects of long-term technology overuse	Students will identify physical and mental signs / symptoms that necessitate a break from technology	Direct teaching of wellness lessons related to technology Review resources on Digital Citizenship Insite pages Support from the *Teaching and Learning with Technology* Specialists as needed.	An increase in students advocating for breaks in technology use. Students are able to reflect and articulate their well-being related to their technology use.			

Capitol Hill School Admirable Use Policy

2024-25 School Year

At Capitol Hill School we will ensure the safety of all students by following the three principles of care and respect when working with educational technology. This will ensure that we are using digital information and technology resources in a responsible way:

1. **Respect and Care for Yourself**
   - Keep your CBE account passwords and other personal information private.
   - Tell your teacher if something on an electronic device makes you feel uncomfortable or is inappropriate.
   - Caring for a personally owned device is the responsibility of the owner.
2. **Respect and Care for Others**
   - Use appropriate language and communicate respectfully at all times.
   - Respect the property and the creative work of others.
   - Respect the rights of other people and ask for permission to record or post anything about them.
   - Protect and respect the personal information of others.
   - Use your time wisely when using technology for learning.
3. **Respect and Care for this Place**
   - Maintain equipment so that it is ready to be used by others.
   - In the school environment, use technology that supports learning and do so in consultation with your teacher.
   - Report any problems with technology equipment as soon as you see them.

Violation of the Calgary Board of Education and Capitol Hill School Policy

If you do not follow this policy it may result in one or more of the following consequences:
- Letter home
- Restriction or loss of computer privileges; and/or
- School-based disciplinary consequences

Depending on the severity of inappropriate use, consequences will be determined by 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 School Property, AR6005 – Student Code of Conduct, and AR6006 – Progressive Student Discipline.
https://cbe.ab.ca/about-us/policies-and-regulations/Pages/Administrative-Regulations.aspx

Student and Parent Acknowledgement

Please sign and date below to acknowledge that you have read and agree to the terms of this Admirable Use Policy. Please return signed form to school to be kept on file for the year.

Student Name: _____ Signature: _____ Date: _____

Parent Name: _____ Signature: _____ Date: _____