



Woodbine School Admirable Use Policy

2024-2025 School Year

During the 2024-2025 school year, students at Woodbine School will have the opportunity to utilize tablets, computers, online applications, and other digital resources. Each student and parent/guardian is expected to read this Admirable Use Policy and sign. Please contact your child's teacher or your school administrator if you have questions or concerns.

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 and contribute to the learning environment in meaningful, positive ways. By utilizing the school's digital resources and/or 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 will engage with 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

Acceptable use includes:

- Only accessing CBE or personal technology when given permission
- Treating CBE and personally owned technology with care and respect
- Using personal devices at appropriate times for learning and knowing when to put it away
- Use of a student's own account only to access the CBE network
- Never assuming the identity of another person
- Accessing, posting, sending or downloading appropriate material only
- Using respectful language and being honest and kind in digital communications
- Respecting other students' work on any device. Refraining from copying, changing or removing another student's work from a device, school network, or the internet
- Giving credit to authors or sources when using information or ideas that are not the student's own (including the use of Artificial Intelligence) - failure to properly cite sources of information is called plagiarism and is a form of cheating
- Asking permission to post, publish, circulate, record, or distribute someone's personal information (images, work, etc.)

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 this Admirable Use Policy when accessing 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>

Respecting the Calgary Board of Education and Woodbine 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, AR6006 – Progressive Student Discipline, and AR6008 – Student Personal Mobile Devices.

<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: _____