

H.D. Cartwright School

School Digital Citizenship Plan 2024-2025

Digital Citizenship (DC) is having the knowledge, skills, and attitudes needed to demonstrate responsible and respectful behaviour when using technology or participating in digital environments. A digital citizen models these competencies: Respectful, Informed, Involved, Balanced, Safe, and Responsible.

Relevant contextual information about your school and School Development Plan:

- HD Cartwright is a Gr. 7-9 junior high school with 480 students
- Many students have cell phones and access to technology at home.
- Students access and use a variety of technology in the school including iPads, computers, & Chromebooks

Relevant evidence and data that informs your Digital Citizenship Plan:

- CBE Students Survey statement: “I take care of myself by making sure that I don’t have too much screen time” Overall agreement = 45% (Spring 2024)
- CBE Student Survey Question: “If a relationship is no longer positive, I know what strategies I can use to address it.” Overall disagreement = 26% (Spring 2024)
- CBE Student Survey Question: “I treat people with the same respect online as I would face-to-face.” Overall disagreement = 19% (Spring 2024)
- Anecdotal data:
 - high percentage of office referrals dealing with student conflict that originated online
 - high number of requests from parents for support with digital citizenship issues
 - high number of students who indicate that their interactions online are often negative

****Teachers will use the resources listed in the “Activities & Resources” column to plan student activities, discussions, and tasks that will be done in our HDC Connect blocks****

School Digital Citizenship Plan						Progress		
Long Term Goal	Competency	Short Term Goals	Outcomes	Activities & Resources	Measures	November	January	June
Students will use technology and online platforms to work collaboratively and inclusively with peers.	Respectful While online I am respectful and inclusive in my words and actions While online I am empathetic towards others	Students will create school and classroom norms outlining proper technology use etiquette Students will learn what defines equity, diversity, and inclusion and how it relates to respectful and inclusive behaviour online	Students will follow school and classroom norms outlining proper technology use etiquette	Teachers to have discussions with students about reasonable technology etiquette at school, incorporating student voice Review resources on Digital	CBE Student Survey questions related to digital citizenship Class conversations and group meetings so students can check-in with their teachers about			

				Citizenship Insite Pages Diversity and Inclusion Insite Page CBE Student Code of Conduct CBE Digital Citizenship rubric	appropriate technology use			
Students will work with teachers to develop an understanding of when it is appropriate to use personal mobile devices for learning.	Balance I understand appropriate times and situations to use technology	EAL students will work with teachers to determine appropriate times to use their devices for translation Students on IPPs will work with teachers to determine appropriate times to use their devices for learning accommodations All students will regularly engage in classroom discussions where they will determine (with the support of a teacher) how and why technology is used for the learning in specific tasks	Students will advocate when a PMD is required to support their learning.	Media Smarts for lessons about Media Literacy CBE Away for the Day Policy Review resources on Digital Citizenship Insite Pages	CBE Student Survey questions related to digital citizenship Student and staff observations, discussions with Resource Teacher, EAL teacher, and Administration.			



HD Cartwright - Admirable Use Policy

2024-25 School Year

During the 2024-25 school year, students at HD Cartwright will have the opportunity to utilize tablets, computers, online applications, and other digital resources. Each student and parent/guardian is expected to read this document and all students are expected to adhere to the Admirable Use Policy as described below. 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 assessing 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 HD Cartwright 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>