



School Digital Citizenship Plan

Simon's Valley School

This plan is one component of the CBE Digital Citizenship Process. Schools must complete this plan:

- to be compliant with [Administrative Regulation 1062 Responsible Use of Electronic Information Resources](#)
- to allow students to connect to the school's wireless network with their own devices.

The plan is meant to guide the school's work in these areas. The principal does not submit the plan as part of the compliance process.

1. Student Safety

Outcomes for student online safety include:

- The school has an acceptable use policy (AUP) modeled on [AR 1062](#) and [AR 6001](#) and it has been communicated to students.
- Appropriate ICT outcomes relating to digital citizenship have been infused in core subjects that relate to student safety.

Consequences for inappropriate use have been communicated to students. (possibly through the AUP)

At Simons Valley School, the following provisions ensure student safety:
Simons Valley School has an Acceptable Use Policy.

- Teachers/staff will teach, and periodically review, Simons Valley School's Acceptable Use Policy with students.
- Teachers will infuse the appropriate ICT outcomes relating to digital citizenship and student safety into core subject areas.
- Teachers will provide direct instruction on identifying appropriate and useful information when using the internet as well as what to do if a student should come across something deemed inappropriate.
- Teachers/staff will monitor students while they are using any computer or device that accesses the internet. Students accessing the internet will know that laptop and computer screens must be in view of the supervising staff member.

Consequences for inappropriate use have been communicated to students and parents and are as follows:

1st Incident - The student will be reminded of the Acceptable Use Policy and how his or her behaviour was not appropriate. Parents will be informed of the incident of inappropriate use.

2nd Incident - Removal of digital technology privileges for a day. Parents will be informed of the incident of inappropriate use.

3rd Incident - Student will lose open access and will be fully monitored when using digital technology. Parents will be involved in creating a plan for ensuring appropriate use at school. A student who engages in inappropriate use with a personal device will lose their student wireless access at Simons Valley School for the remainder of the school year.

2. Student Learning

Student learning outcomes relating to digital citizenship include:

- ICT outcomes relating to digital citizenship have been embedded in appropriate curricula. [Click here to see the ICT Program of Studies.](#)

Students are aware of information regarding the reliable and authoritative resources that are currently available for all CBE students, parents/guardians and staff. [Click here to see a list of resources.](#)

At Simons Valley School, the following provisions ensure student learning:

- Inquiry /Project Based learning that utilizes technology as an essential component
- An integral part of the planning process at Simons Valley School includes the infusion of technology into instruction.
- Technology is being embedded in appropriate curricula in a variety of ways to enhance learning. Appropriate website links related to a variety of topics are available to students (e.g. Simons Valley School's Website to direct younger students to information that they will find useful.
- Students will learn to evaluate the quality of material and information being accessed and used for learning purposes.
- Provision of various forms of technology, including but not limited to desktop computers, laptop computers, mobile devices, digital cameras, document cameras, SMART Boards.
- Education for teachers and students on how to effectively use the available technology.

3. Staff Professional Development

Staff professional development outcomes include:

- Teachers are aware of issues relating to student online safety;
- Teachers are aware of the potential impact of digital technologies on student learning;

- Teachers are aware of professional development resources relating to digital citizenship.
- Teachers are aware of the Three Year Education Plan

At Simons Valley School, the following provisions ensure staff professional development outcomes include:

- Establishment of a collaborative learning environment where all participants, teachers and students, have the opportunity to act as learners and teachers.
- Ongoing formal and informal sessions that educate staff on the use of specified technology in the classroom.
- Teachers will work closely with school Learning Leaders and other technology specialists to build their capacity around infusing technology in a way that enhances an understanding of digital citizenship for students.
- •Participating in a variety of professional development opportunities through collaborative work in PLCs on digital learning environments and inquiry; resources available from the CBE and Alberta Education
<http://education.alberta.ca/teachers/program/ict/resources.aspx>
- Team planning time will be focused on integrating digital citizenship outcomes into the learning that occurs in the classroom and school as students engage in inquiry and utilize digital learning tools.

4. Student Owned Devices

Outcomes relating to student-owned devices include:

- Students and staff are aware of their rights and responsibilities with regard to the use of student-owned devices in schools;
- Students and staff are aware of how student-owned devices may enhance student learning; Issues relating to student-owned devices have been clearly articulated for students and staff and are the responsibility of the student.
These include:
 - Keeping their devices in a secure location at all times;
 - Responsibility in case of loss, theft or damage;
 - Technical support.

Teachers are aware of professional development resources that support the use of student-owned devices in classrooms.

At Simons Valley School, the following provisions are concerned with the use of student owned devices:

- Staff and students will be made aware of their rights and responsibilities with regard to the use of student-owned devices in school.
- Staff and students will be informed on the effective use of student-owned devices in school.

- Staff will ensure that classroom doors are locked when no one is in the classroom to ensure student owned and school owned devices are secure.
- Camera functions can only be used under teacher supervision as per privacy legislation. (FOIP)
- Teachers will continue to be in-serviced by school Learning Leaders, ILS Staff, and Teacher-Librarian and through on-line resources around how to effectively use digital devices (including student-owned devices) to enhance student learning.
- To ensure digital access for all students, Simons Valley School has purchased a growing variety of digital tools (e.g. SMART boards, desktop computer, laptop computers, digital cameras, iPads, and iPods) and will continue to do so through the school's long-range purchasing plan

5. Parent Communication

Outcomes relating to parent communication include:

- The school has communicated information about the school's digital citizenship plan to parents.
- The school has informed parents of issues relating to use of student owned devices in school including
 - Staff and student rights and responsibilities;
 - Student readiness criteria;
 - Liability in case of theft, damage, or loss; Impact on student learning.

At Simons Valley School, the following provisions ensure effective parent communication:

- Parents have been sent a letter outlining the regulations around students using their own devices in the school, including that the school is not responsible for any damage or loss.
- The following documents will be included in Simons Valley School newsletter and posted on the Simons Valley School website for parents: Simons Valley School's Digital Citizenship Plan, and Acceptable Use Policy.
- Parent information will be provided on the Simons Valley School website listing useful websites regarding digital citizenship.

