McKenzie Highlands Digital Citizenship Plan 2026-2027

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

- to be compliant with Administrative Regulation 1062 Use of Electronic Resources.

Six Competencies

1) Respectful

While online:

- I am respectful and inclusive in my words and actions
- I am open to multiple viewpoints and perspectives
- I am empathetic towards others

2) Informed

- I validate the accuracy of digital information and resources
- I understand the consequences of spreading misinformation

3) Involved

- I leverage digital tools to learn, express my creativity and collaborate with others
- I use digital tools to identify problems and take action to find solutions
- I enact positive change in my community through digital tools

4) Balanced

- I balance time online and offline to promote positive mental, emotional and Physical well-being
- I understand appropriate times and situations to use technology

5) Safe

- I know how to be safe online and create safe spaces for others in online communities
- I know how to protect my personal information online

6) Responsible

- I understand and adhere to copyright and creative commons licensing
- I understand that anything I access, produce and post contributes to my digital presence
- I understand how to make responsible decisions in the digital economy

Advantages of Digital Learning Opportunities

- Critically assess and communicate information and understanding
- Supporting the development of personalized learning
- Learning to communicate and collaborate effectively using various technology
- Seek alternative viewpoints
- Construct personal knowledge and meaning
- Interact with other learners
- Access to real time current events to support learning
- Demonstrating understanding of learning outcomes in creative and thoughtful ways
- Learning to organize and manipulate data

Expectations of Students Using Technology at School

With these advantages in mind there are considerations that need to be recognized and agreed upon by all students, staff and parents to ensure a safe and effective learning environment for all. The following inappropriate activities are prohibited and will be addressed on an individual basis regardless of whether the student was using personal or school owned devices:

- Using technology without the permission/supervision of a teacher

- Being in possession of a personal electronic device. PED policy is in effect as per Ministerial Order, and personal electronic devices are never visible in the school.
- Sending, posting, displaying or using obscene language/messages or pictures or information about oneself or others
- Harassing, insulting or attacking another person or their reputation
- Intentionally damaging school technology or networks
- Sharing of usernames and passwords for other people to use
- Utilizing another student's device without permission
- Intentionally destroying other people's work
- Trespassing in other's folders, work areas or files
- Videotaping or taking pictures of others without consent
- Tampering with any computer accessories, hardware or software
- Using others accounts or allowing others access to your account
- Viewing websites through a proxy server
- Plagiarism of online content [violating copyright laws and/or improper use of Artificial Intelligence (AI)]
- Use of technology or accessing sites not approved by staff

Our expectation is that our students will become educated and responsible Digital Citizens. If, however, students breach any of the above, each situation is dealt with on an individual basis and whenever possible will be treated as a learning situation for the student(s) involved. A breech of policy may result in:

- Restriction or loss of technology privileges
- Restriction of use or confiscation of personal device, and **disciplinary follow through up to and/or including out of school suspension or expulsion from school**
- Police intervention and/or legal action

It is important that parents/guardians and students remember the following:

- The school is not responsible for the loss, damage, or theft of student electronic devices.
- The school cannot provide technical support for student devices, and students' personal devices are not used or allowed to access the CBE wireless network.
- School owned devices can only be utilized when students are under the direct supervision of a teacher in an approved area of the school.
- Personal devices are stored away in lockers for the full school day and are silenced or powered off. Exceptions are only based on documented IPPs, level of understanding of English, or medical condition.
- Misuse will be determined by the staff and administration: the Personal Electronic Device Policy aligned with the CBE Progressive Discipline Policy guides the school's response to misuse.

Student Safety

Outcomes for student online safety include:

- The school has an acceptable use policy modeled on AR 1062 and AR 6005 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.

At McKenzie Highlands, the following provisions ensure student safety:

- The use of the CBE internet filters system to ensure students have access to appropriate websites.
- Teacher supervision when students are using technology for educational purposes.
- Education concerning the potential dangers of the Internet and social media, and education pertaining to social media addiction
- Education concerning proper use of technology.
- Education regarding digital rights and responsibilities.

Student Learning

At McKenzie Highlands, the following provisions ensure student learning:

- Provision of various forms of technology, including but not limited to desktop computers, laptop computers, Chromebooks/I-Pads, digital cameras, document cameras, SMART Boards.

- Education, for teachers and students, on how to effectively use the available technology.
- Project Based learning that utilizes technology as an essential component
- Education regarding digital law, including digital copyright, and how such ideas can be incorporated into the learning process.
- Presentation from School Resource Officer and/or school staff or external agencies regarding social media.

Staff Professional Development

At McKenzie Highlands, the following provisions ensure staff professional development:

- Ongoing formal and informal sessions that educate staff on the use of specified technology in the classroom.
- Establishment of a collaborative learning environment where all participants, teachers and students, can act as learners and teachers.
- Participation in external professional development opportunities, such as webinars and guest speakers.

Student Owned Devices

At McKenzie Highlands, the following provisions are concerned with the use of student owned devices:

- Personal Electronic Device Policy aligned with Ministerial Order: Students are not allowed to use their personal devices at school. They are stored away in lockers for the duration of the school day.
- ALL electronic devices are to be locked in lockers and silenced or powered off. They are never visible and never stored in purses, back packs, bags, pockets etc.
- Students are responsible for their own devices.

Parent Communication

At McKenzie Highlands, the following provisions ensure effective parent communication:

- Ongoing formal and informal communication using School Messenger, Weekly Update, D2l and/or Google Classroom, and email.
- Information sessions regarding Digital Citizenship help at School Council Meetings.

References

Calgary Board of Education (2015). *Digital Citizenship*. [ONLINE] Available at: http:// www.cbe.ab.ca/programs/technol...