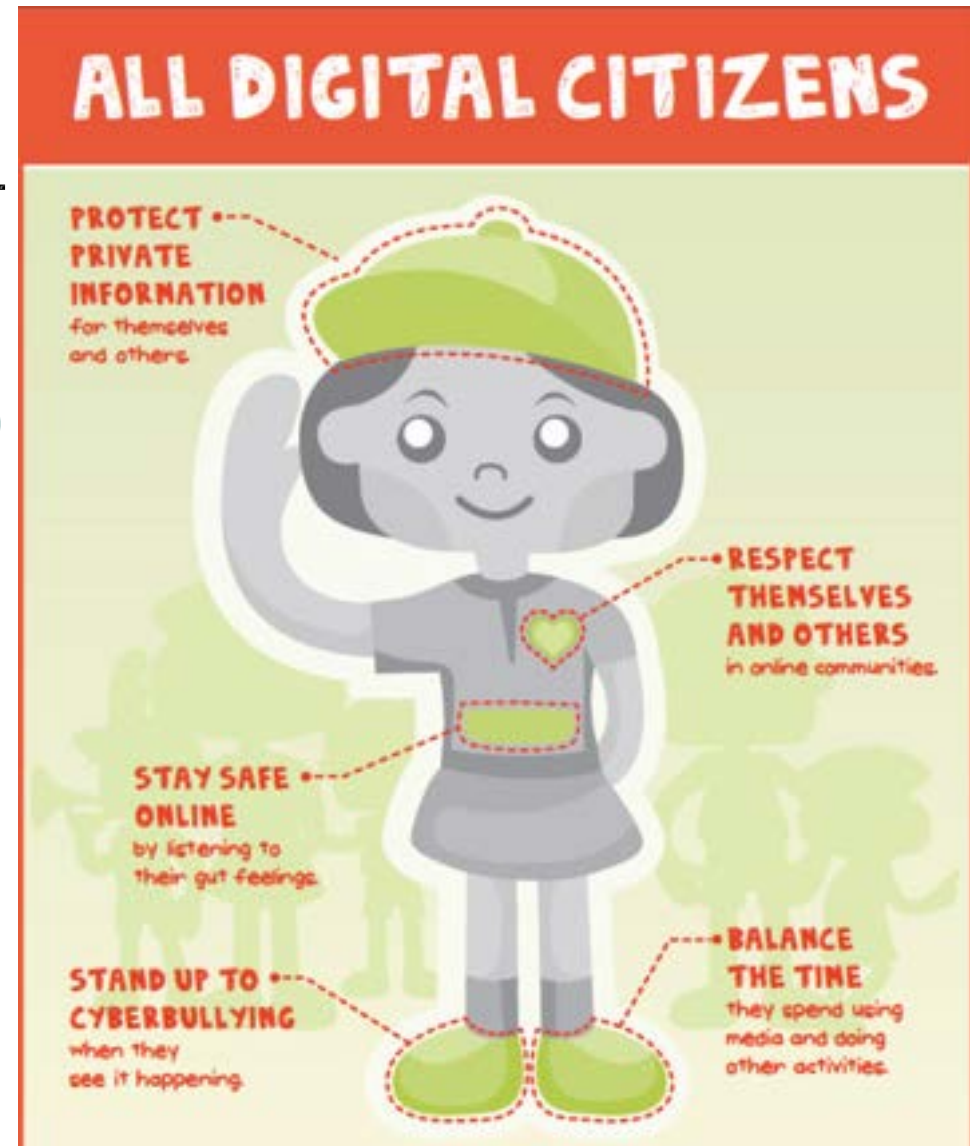
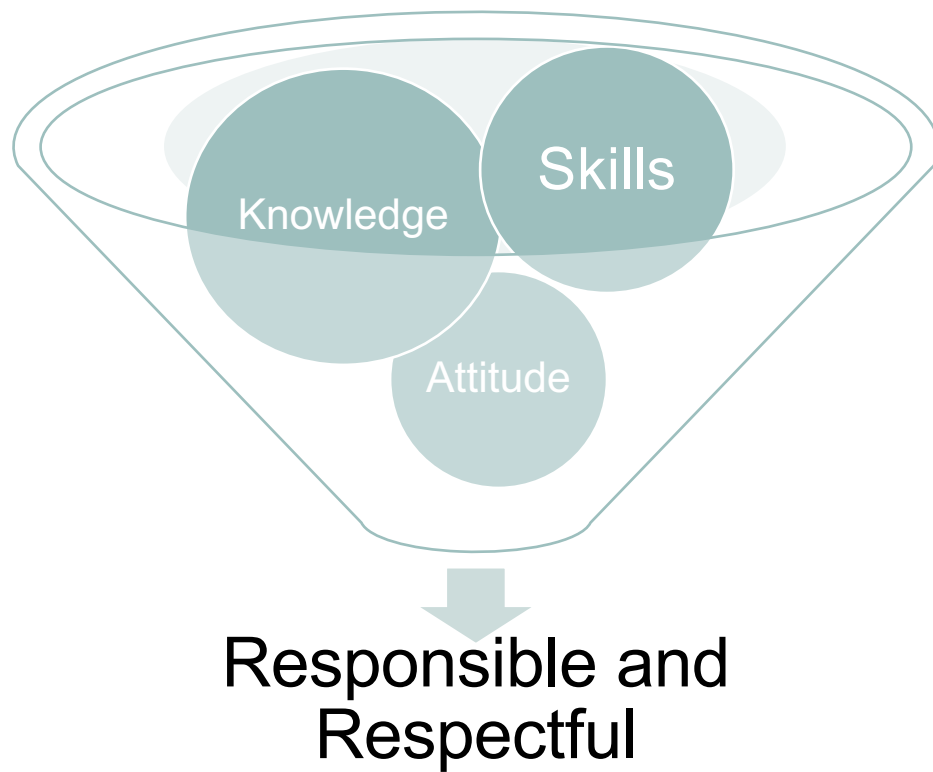


Digital Citizenship, Laptop Care, and Admirable Use Policy 2023



Digital Citizenship



Laptop Care

- Lid closed
- 2 hands
- keyboard = fingers only
- Computers for school purposes only
- Ask a teacher



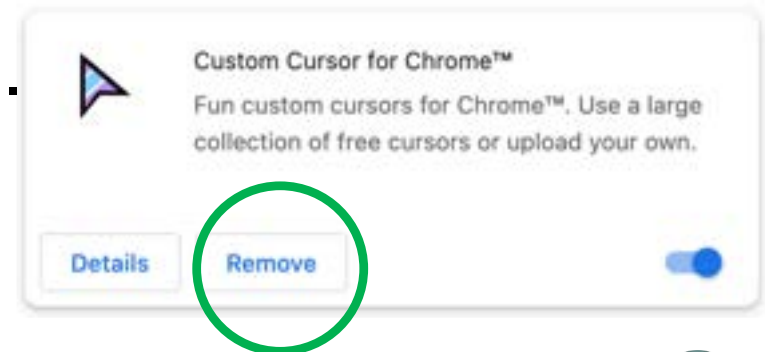
Laptop Care and Printing

- Use your computer only
- Keep the food, liquid, and clay away
- Keep drawing and stickers away from computer
- Delete chrome extensions
- **Ask** before you print.
- **Ask** for help from a teacher

1. 

2.  Manage Extensions

3.



Green Team: Home Use and Headsets

- Computers are for homework only
- Teacher and Parent or guardian permission
- Students must use a laptop bag
- Students are **responsible** for any damage to computers.

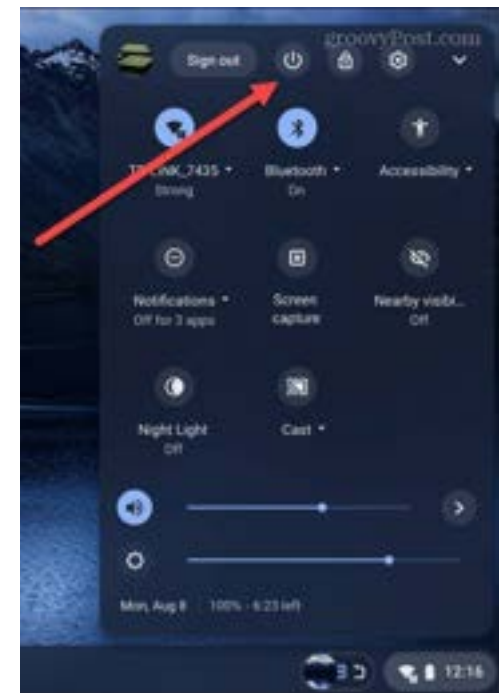


End of Day Protocol

- Close computer
- Put it away
- Plug it in

Fridays or the last day of the week:

- **Shut it down**
- Put it away
- Plug it in





Calgary Board
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DR. OAKLEY ADMIRABLE USE POLICY 2022-2023

Student Agreement

*Use of school owned and personal devices at Dr. Oakley School are a **privilege** and are dependent on the level of responsibility shown by individual students. It is our intent to have all students access these tools for learning on an ongoing basis.*



Permission and Supervision



1. **Permission and Supervision:** School and personal electronic devices are only to be used with permission and under the active and direct supervision of teachers and staff members.

☐ I understand I must ask permission every time to use a device (laptop, phone, etc.) and any supervisor has the right to say no (in school, on the school grounds, on the bus, on field trips, etc.) _____



Personal Info



2. **Personal Information** : Students will not use electronic devices at school to collect, post or circulate personal information about themselves or others. Personal information could include names, phone numbers, addresses, and photographs. Students will protect their personal information at all times while using the internet.

☐ I understand that I can't record or post ANYTHING from school (in school, on the school grounds, on the bus, on field trips, etc.). For example, taking pictures or video, or posting on Instagram or Tiktok. _____



Respect



3. **Respect:** Students will use appropriate language while riding the bus, at school, and while communicating electronically with other students. Students will not use electronic resources to harm or attempt to harm, or be hurtful to another person. Cyber-bullying will not be tolerated.

☐ I understand that I must use respectful language and not harm another person in anyway (in school, on school grounds, on the bus, on field trips, etc.) _____



Inappropriate Material



4. **Inappropriate Material:** Students will not use electronic devices to access rude, violent, illegal, adult-oriented or otherwise inappropriate material.

☐ I understand that I can't access rude or other inappropriate material (in school, on school grounds, on the bus, on field trips, etc.) _____



Filters



5. **Filters:** Students will not knowingly access websites or use online tools that allow them to evade the internet filtering technology.

☐ I understand that I shouldn't try to get around the internet filters. For example, playing unblocked games _____



Damage



6. **Damage:** Students will not damage or attempt to damage electronic information systems such as computers, data or networks.

☐ I understand that I am responsible for any damages I cause to any tech equipment (iPads, computers, etc.). _____



7. Account Usage



7. **Account Usage:** Students will only use their own designated CBE accounts and will not access any technology that another student is logged into.

☐ I understand that I can't use someone else's account and that I can only use another student's assigned computer when a teacher has given me direct permission to do so. _____





Unapproved Activity and Printing

8. **Unapproved Activity and Printing:** Students will not intentionally use system technology on non-teacher-approved activities such as:



- Playing games or watching YouTube videos.
- Participating in non-teacher-directed chat.
- Participating in online gambling or other gaming activities.
- Downloading software or restricted files (e.g. Exe, Zip, mp3).
- Installing software or Unapproved Google Chrome extensions on any school computer or account.
- Excessive or inappropriate printing.

☐ I understand that I should only go on sites a teacher has asked me to go on or given me permission to go on _____

☐ I will not download music or software files or install unapproved Google Chrome extensions on school devices or my @educbe.ca account. _____

☐ I will only print what I'm asked or what I'm given permission to print. _____



Audit and Access



9. Audit and Access

All electronic information resources at Dr. Oakley School are subject to monitoring and search by school staff when there are reasonable grounds to suspect misuse and abuse.

- ☐ I understand that my accounts and devices may be searched and/or monitored by teachers, other school staff or the CBE IT department (including in school, on school grounds, on the bus, on field trips, etc.) _____



Limitation of Liability



10. Limitation of Liability

Dr. Oakley School does not accept any responsibility for loss or damage of any student's personal electronic devices. The student is responsible for ensuring that their personal electronic devices are treated with care and stored safely.

☐ I understand that I am the only one responsible for damage or loss of my own devices. _____



Breach of Regulation



11. Breach of Regulation

Any violation of this Acceptable Use Policy, or the principles or expectations set out in it, may result in:

- a. loss of privileges
- b. student disciplinary measures
- c. legal action, and actions taken by the Calgary Board of Education

☐ I understand that the use of electronic resources, including my own, is a privilege and not a right. I may lose privileges, be suspended or have legal action taken upon me if I do not follow the rules that were explained to me above. _____



This policy complements Calgary Board of Education Administrative Regulation 1062 - Acceptable Use of Electronic Information Resources.

<https://www.cbe.ab.ca/GovernancePolicies/AR1062.pdf>.

- 12.** The guidelines for the admirable use of electronic devices have been explained to me and I understand what my responsibilities are.

Signature (if you have one)

Student Name

