

Digital Citizenship Plan for CMHS

- ◆ This plan is but one part of the overall CBE Digital Citizenship Process
- ◆ Digital Citizenship is Cross-curricular and the responsibility of all teachers
- ◆ This document outlines the steps CMHS will go through to enable the “OPEN ACCESS” wireless for our students



Central Memorial High School School Digital Citizenship Plan



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

- to be compliant with [Administrative Regulation 1062](#)
Use of Electronic 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.

Step 1 Student Safety

Outcomes for student online safety include:
School has an acceptable use policy (AUP) modeled on [A.R. 1062](#) and [A.R. 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 through the AUP.

School strategies to keep students safe when online:

- Vigilant supervision of students while using devices that access the web.
- Effective use of our Bluecoat Filtration process.
- Use a Web Awareness program with students to heighten the student's readiness of using "Open Access"
- Distribute information via:
 - School Website
 - Synervoice, and
 - Notices about the use of the Open Access through the www.cbe.ab.ca/b823

Step 2 Student Learning

Student learning outcomes relating to digital Citizenship include:

ICT outcomes relating to digital citizenship have been embedded in appropriate curricula.

- ◆ **C1-7** Communicating, inquiring, decision making and problem solving
- ◆ **F1-6** Foundational operations, knowledge and concepts
- ◆ **P1-6** Processes for productivity.

- **C.1 - Students will access, use and communicate information from a variety of technologies**
- **C.2 - Students will seek alternative viewpoints, using information technologies**
- **C.3 - Students will critically assess information accessed through the use of a variety of technologies.**
- **C.4 - Students will use organizational processes and tools to manage inquiry**
- **C.5 - Students will use technology to aid collaboration during inquiry**
- **C.6 - Students will use technology to investigate and/or solve problems**
- **C.7 - Students will use electronic research techniques to construct personal knowledge and meaning.**

- **F.1 - Students will demonstrate an understanding of the nature of technology.**
- **F.2 - Students will understand the role of technology as it applies to self, work and society**
- **F.3 - Students will demonstrate a moral and ethical approach to the use of technology**
- **F.4 - Students will become discerning consumers of mass media and electronic information.**
- **F.5 - Students will practice the concepts of ergonomics and safety when using technology**
- **F.6 - Students will demonstrate a basic understanding of the operating skills required in a variety of technologies.**

- **P.1 - Students will compose, revise and edit text**
- **P.2 - Students will organize and manipulate data.**
- **P.3 - Students will communicate through multimedia.**
- **P.4 - Students will integrate various applications**
- **P.6 - Students will use communication technology to interact with others.**

Students are aware of information regarding the reliable and authoritative resources that are currently available for all CBE students, parents/guardians and staff.

Resources Students Page

Featured Resource: *The Online Reference Centre.* Free access to encyclopedias and research databases that include magazine articles, maps, atlases, newspapers, animations, videos, sounds, graphics, dictionaries, thesauri, and historical documents. At school, no password is required. For home use, a password can be obtained from your school library.



Step 3 CMHS Digital Citizenship Plan

Meeting student learning outcomes related to digital citizenship:

Curriculum development and infusion of technology in classroom and across programs:

- Students will critically assess information accessed through the use of a variety of technologies
- Students will demonstrate a moral and ethical approach to the use of technology
- Students will become discerning consumers of mass media and electronic information

Step 4 Staff Professional Development

Staff Professional development outcomes include:

Teachers are aware of:

- ◆ issues relating to student online safety
- ◆ the potential impact of digital technologies on student learning
- ◆ professional development resources relating to digital citizenship, and the Three Year Education Plan

Three Year Educational Plan

Alignment of the Planning Units for Change



Governance Policies - Ends

E-1: Mega End

Each student, in keeping with his or her individual abilities and gifts, will complete high school with a foundation of learning to function effectively in life, work and continued learning.

E-2: Academic Success

Each student will possess the knowledge, skills and attitudes required for academic success and be effectively prepared for life, work and further learning.

E-3: Citizenship

Each student will be a responsible citizen by being an informed and involved member in his or her local, national and global communities.

E-4: Personal Development

Each student will acquire the skills, attitudes and knowledge to achieve personal highest potential.

E-5: Character

Each student will possess the character to do what is right, act morally with wisdom, and balance individual concerns with the rights and needs of others.

Step 5 D2L Shell Introduction to Open Access

Teachers complete a digital citizenship module

Accessed by staff online through D2L, the module contains resources for both a face-to-face digital citizenship workshop and an online module.

Step 6 AUP

- ◆ Letter to parents/guardians regarding issues relating to the school's digital citizenship plan, the CBE's acceptable use policy, filtering procedures and student use of the wireless network. (see letter)
- ◆ Principals may wish to create an Acceptable Use Policy as a means of communicating AR 1062 to parents and students. (see CMHS aup)
- ◆ Central currently sits at a filter level 2

Dear Parents and Guardians,

A wireless student network (Open Access) for internet access is being provided at Central Memorial High School. Student-owned personal electronic devices such as laptops, netbooks, digital storage devices, and Personal Digital Assistant Devices (PDAs) will be permitted on campus. The use of these devices by students, with the guidance of parents and teachers, will assist in addressing individual student preferences and needs for learning. Individual subject teachers will clarify and instruct students on the appropriate use of such devices in their classroom.

Central Memorial High School encourages the use of computing and network resources to enhance the learning environment of the school community. Access to the computing and network environment is to be used in effective, ethical and lawful ways that support the ends of the Calgary Board of Education. <http://www.cbe.ab.ca/policies/governance.asp#ends>

I am pleased to announce the Open Access is ready to launch at Central Memorial High School on date. It will be available to students on a voluntary basis. Open Access is **governed** by Central Memorial High School's Acceptable Use Policy which focuses on student learning and places the responsibility on the students for compliance. Parents/guardians are encouraged to discuss the learning opportunities and the risks with their son or daughter. School Use Policies are located on the school web site www.cbe.ab.ca/b823 through the Information link on the left hand side of the page. Copies of these documents are also available through the main office.

Please Note:

- Responsibility for loss, theft or damage to student PDAs rests solely with the student.
- Tech support will not be available for personal devices such as laptops, netbooks, digital storage devices, and Personal Digital Assistant Devices (PDAs).
- Content filtering that is normally used to filter inappropriate materials on the school's internal network will also be applied to the open access network.
- **Students must not bring into the school learning environment – sites, programs and software in contravention of CMHS Acceptable use Policy.**

Thank you for your attention to this important information. For more information:

Central Memorial High School website www.cbe.ab.ca/b823

CBE website at <http://www.innovativelearning.ca/sec-learntech/webaware-index.asp>

Step 7 Completion

The checklist is emailed to the area director.

The director will contact ITS that your school is compliant with student wireless use requirements.

ITS will activate the network for the students and notify the school's principal that this has occurred.

Information for parents/guardians

Dear Parent/Guardian,

The Information and Communication Technologies (ICT) curriculum requires that students achieve a number of learning outcomes relating to use of the Internet and information literacy. Three examples of general ICT outcomes are:

3. Students will critically assess information accessed through the use of a variety of technologies;
4. Students will demonstrate a moral and ethical approach to the use of technology;
5. Students will become discerning consumers of mass media and electronic information.

The Calgary Board of Education (CBE) provides networked digital resources to CBE students in support of student learning and the delivery of curriculum. When students access the web in CBE schools they may intentionally or unintentionally go to websites that contain inappropriate material. CBE *Administrative Regulation 1062 – Acceptable Use of Electronic Information Resources*, available online at <http://www.cbe.ab.ca/Policies/policies/AR1062.pdf>, describes unacceptable student behavior when using CBE networked computers to access the Internet and potential consequences for unacceptable use. **Please take the time to review this document.** To reduce the risk of students accessing inappropriate sites, knowingly or not, the CBE uses Internet filtering software that can be customized to meet the demands of various teaching contexts.

In an attempt to find a reasonable balance between student safety, appropriate use of the network and the achievement of curricular outcomes, **----name of school----** has chosen to have Internet filtering removed from computers in the school except for websites in these categories:

- | | |
|---------------------------|-------------------|
| 1. Computer Hacking | 5. Weapons/Bombs |
| 2. Copyright Infringement | 6. Malware |
| 3. Anonymizer | 7. Spyware/Adware |
| 4. Pornography | 8. Phishing |

As part of the process to have Internet filtering relaxed at **--- name of school ---** the following requirements will be met by the school:

1. the school will ensure that all ICT outcomes including those relating to student safety on the Internet and information literacy are met as required by Alberta Education;
2. the school will carefully supervise what students access on the Internet while at school.
3. the school will provide web awareness training to all new staff yearly;
4. teachers and students are encouraged to use the reliable and authoritative resources that are currently available for all CBE students, parents/guardians and staff;
5. CBE Online Libraries: <http://www.cbe.ab.ca/curriculum/libraries/default.asp>
6. LearnAlberta Online Resource Centre (userID = LA06, password=6187):
<http://www.learnalberta.ca/content/inorc/index.html>

If you have questions or concerns regarding this issue please contact the school principal by phone or email.

Step 8

Students and parents are informed that students may bring in their own wireless devices and connect to the CBE Network

