



Digital Citizenship and Acceptable Use of Technology 2026-2027

School Electronic Devices

Woodman offers students reasonable access to CBE-owned technology. All internet access through CBE-owned technology has a high level of security and central monitoring. The websites and information accessed can be tracked at any time. There is no social media access through the CBE Wifi platform.

These are the **unacceptable uses** of CBE-owned devices, which will result in access being restricted or removed:

- Using a username and password that belongs to another student to access the internet
- Sharing CBE passwords
- Taking personal information/images of others without their consent and altering or publishing it for any reason
- Using the CBE Google Suite or other sites to engage in disparaging communication about others, or for other purposes than learning
- Deliberately removing a teacher from online group work
- Plagiarism of online content, without citing the source
- Misrepresenting personal submission of work, through artificial intelligence software
- Viewing images that portray a vulgar or lewd depiction of the human body
- Accessing sites that promote the use of illicit substances, or that promote hatred /violence against a group or individual
- Using technology for the purpose of undermining, threatening or harassing self or others; this is a criminal offence

Any technology repairs of school-owned devices, which are caused by willful damage or careless use, will be charged directly to the student. Payment will be required prior to being re-granted access to school-owned devices. Students will be charged the following fees:

- \$25 per damaged key
- \$150 for damaged hard drives or computer screens
- \$1200 for lost, stolen or laptops vandalized beyond repair
- \$200 for cameras lost, stolen or vandalized beyond repair

Personal Mobile Devices (PMDs)

Recent Alberta legislation and CBE-wide processes have mandated common PMD requirements in all K-9 schools. PMDs are defined as: cell phones, tablets, gaming devices, laptops, and Smartwatches. PMDs also include any headphones, earbuds, and speakers that communicate with a mobile device.

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Student PMDs **may not** be used:

- Inside the school (including classes, hallways, lunchrooms locker areas, bathrooms or change rooms)
- In student pockets or backpacks (they must be powered down and remain in student lockers)
- In any school event (field trips, assemblies, overnight trips)
- As a translation device

Student PMDs **may be** used in the following ways:

- Outside the school building
- Commuting to school (bus, train, walking)
- Extra-curricular practices/events (with teacher permission)
- Main office (with teacher permission or student request, due to urgent or extenuating circumstances)
- Medical conditions (as documented in a Student Health Plan)
- Individualized program plan (IPP) accommodations

In the event of misuse of PMDs, the following consequences will be implemented:

- **Level 1:** Verbal warning
- **Level 2:** The teacher will direct student to power down PMD and request that student brings PMD to the main office for safe keeping. The student may retrieve it again at the end of the day. The teacher will inform parents, indicating that should misuse occur again, the PMD will be placed into safe keeping in the office until a parent can pick it up.
- **Level 3:** If misuse occurs again after PMD was removed once, school administration will contact parents to come to the school to retrieve it. School administration will indicate that should another incident occur, the PMD will not be permitted back into the school environment for a determined timeframe.
- **Level 4:** The student will lose the privilege of bringing the PMD to school for a determined timeframe (a month, a semester or the remainder of the school year).
- **Level 5:** Further CBE progressive discipline measures will occur, including potential suspension from school.

We are confident that with clear and consistent expectations related to Digital Citizenship, you will experience positive relationships and reduced distractions in learning.

Please sign acknowledgement of receipt of this school-wide agreement.

Student Name Homeroom

Date

Parent Signature

Date

