



Grant MacEwan School

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Mr. McPhail, Principal – Mrs. Vandwerfhorst, Assistant Principal

**Grant MacEwan School Digital Citizenship Plan
2025-2026**

The plan is one component of the CBE Digital Citizenship Process, which is directed by Administrative Regulation 1062 – Responsible Use of Electronic Information Resources.

Long Term Goal 1: Students will use online resources in a safe and responsible manner.
Six Themes of Digital Citizenship: Digital Safety and Security
Short Term Goal 1: The school will discuss and review Administration Regulation 1062 and classroom teachers will communicate this policy to the students using child-friendly language.
Outcomes: Students will: <ul style="list-style-type: none"> - Keep their accounts and passwords secure - Share their account information and passwords only with their parents and teachers - Be thoughtful about what information they share when they are online - Be aware that everything that is posted online is permanent and public (not private or temporary) - Be aware that everything that they access, produce and post builds their digital presence that lasts forever
Strategies: Teachers will: <ul style="list-style-type: none"> - Directly teach the outcomes mentioned above - Ensure that all students are using their own accounts and not sharing student accounts - Provide clear guidelines for using collaborative, CBE sanctioned software and websites such as Google Meet, Google Classroom, Google Docs, etc. - Provide direct supervision when students are using technology at school - Identify and report problems of unacceptable or inappropriate network use by students to administration and parents - Communicate to students that there will be consequences for inappropriate use of technology (possible suspension of CBE accounts and CBE network use. Length of suspension to be determined in collaboration with administrators).
Parents will: <ul style="list-style-type: none"> - Reinforce and model how to be safe when your children are using electronic devices such as tablets, phones, computers and laptops

- Provide direct supervision to your children when they are using electronic devices to ensure that your children are on age-appropriate sites
- Monitor your children's accounts to ensure that what your children are posting online is appropriate and safe
- Know your children's passwords to online accounts

Resources & Supports:

MediaSmarts: Educational Games

<https://mediasmarts.ca/digital-media-literacy/educational-games>

<http://mediasmarts.ca/teacher-resources>

<http://mediasmarts.ca/parents>

Measures:

Students will articulate the various ways in which to be safe while using online resources (not sharing passwords except with their parents, not providing information to websites, not posting private information or photos, etc.).

Timeline:

November

Acceptable Use Policy will have been communicated to all students

December to June

Ideas will be reinforced throughout the year

Long Term Goal 2:

Students will interact with others in a respectful and responsible manner when using online tools to collaborate and build relationships.

Six Themes of Digital Citizenship: Digital Interactions

Short Term Goal 2:

Students will recognize the differences and similarities between building relationships online and face-to-face relationships

Outcomes:

Students will:

- Be aware that their online actions can affect others
- Use respectful language when communicating in online environments (e.g., Google Classroom, Google Meet, etc.)
- Understand the difference between interacting with people online and in face-to-face situations.
- Use collaborative tools in a respectful way to work with others in online environments
- Recognize the consequences of digital interactions on others
- Foster and maintain positive and productive digital relationships when using a variety of digital platforms

Strategies:

Teachers will:

- Directly teach the outcomes mentioned above
- Provide clear guidelines for using collaborative, Web 2.0 CBE sanctioned software and websites such as Google Classroom, Google Meet, Google Docs, etc.
- Monitor student activity when using any Google related product or any other collaborative program
- Provide direct supervision when students are using technology at school
- Identify and report problems of unacceptable or inappropriate network use by students to administration and parents
- Communicate to students that there will be consequences for inappropriate use of technology (possible suspension of CBE accounts and CBE network use. Length of suspension to be determined in collaboration with administrators).

Parents will:

- Reinforce and model how appropriate ways in which to communicate with others in online environments
- Provide direct supervision to your children when they are using electronic devices to talk to others
- Monitor your children's accounts to ensure that your children's online messages are respectful and appropriate
- Know your children's passwords to online accounts

Resources & Supports:

MediaSmarts: Educational Games

<https://mediasmarts.ca/digital-media-literacy/educational-games>

<http://mediasmarts.ca/teacher-resources>

<http://mediasmarts.ca/parents>

Long Term Goal 3:

Teachers, students and parents will use digital recordings (audio, video, photos) in a respectful and ethical manner.

Six Themes of Digital Citizenship: Digital Rights and Responsibilities**Short Term Goal 3:**

Teachers will discuss with students when it is appropriate to digitally record others and explain when and how the recordings can be shared.

Outcomes:**Students will:**

- Understand that permission must be requested before digitally recording another person
- Understand that permission must be requested before sharing any recordings with another person or on any social media platform
- Digitally record others at school only with their consent and only for assessment purposes or for the purpose of documenting the learning process

<ul style="list-style-type: none"> - Use only school provided technology to digitally record others at school for the purposes mentioned above - Not record any staff or student while participating in a Google Meet or Microsoft Teams Meeting
<p>Strategies:</p> <p>Teachers will:</p> <ul style="list-style-type: none"> - Directly teach the outcomes mentioned above - Provide direct supervision when students are using school provided technology - Use digital recordings for assessment purposes or for the purpose of documenting the learning process - Not publish any recordings of students on any online or social media platform without explicit consent of parents/guardians - Identify and report problems of unacceptable or inappropriate digital recordings created and/or shared by students to administration and parents - Communicate to students that there will be consequences for inappropriate use of technology (possible suspension of CBE accounts and CBE network use. Length of suspension to be determined in collaboration with administrators).
<p>Parents will:</p> <ul style="list-style-type: none"> - Reinforce and model the appropriate times and ways in which to digitally record others and share the recordings - Provide direct supervision to your children when they are using electronic devices to record others - Monitor your children’s accounts to ensure that your children’s digital recordings are appropriate and respectful - Know your children’s passwords to online accounts
<p>Resources & Supports:</p> <p>MediaSmarts: Educational Games</p> <p>https://mediasmarts.ca/digital-media-literacy/educational-games</p> <p>http://mediasmarts.ca/teacher-resources</p> <p>http://mediasmarts.ca/parents</p>
<p>Measures:</p> <p>Students will articulate that explicit consent is required before any digital recording can be made of other students or of their work. Students will also articulate that explicit consent is required to share any recordings with others via any type of electronic device or on any social media platform. Students will use only school provided technology to digitally record others at school only. Recordings of students participating in online learning is not permitted.</p>
<p>Timeline: September to June</p> <p>Ideas will be reinforced throughout the year</p>