

Administrative Procedure 342.1

Students

ELEMENTARY STUDENT RESPONSIBLE USE OF TECHNOLOGY POLICY

OVERVIEW

Westmount Charter School provides access to technology resources, digital tools, and personal devices to support and enhance teaching and learning. These resources help students learn, create, communicate, collaborate, and build responsible digital citizenship skills.

Students are expected to use technology with care, honesty, kindness, and responsibility in ways that support learning and reflect the values of the Westmount community. Parents/guardians play an important role in supporting safe and responsible technology use both at home and at school.

In alignment with Alberta's *Protection of Privacy Act* (POPA) and *Access to Information Act* (ATIA), Westmount is committed to protecting personal information and helping students use digital tools safely, respectfully, and appropriately for educational purposes.

This Administrative Procedure is intended to promote the effective, safe, respectful, and productive use of technology. It applies to the use of school-owned devices, personal devices, and digital platforms, including emerging technologies. This includes the responsible and age-appropriate use of Artificial Intelligence (AI) tools to support student learning and creativity when permitted by teachers.

This Elementary Student Responsible Use of Technology Policy must be reviewed and accepted annually by students and parents/guardians.

EXPECTATIONS AND RULES

Students are expected to use Westmount's technology resources in ways that are safe, respectful, responsible, and honest, and that reflect the values of the Westmount community. Technology should be used to support learning and should not distract from or interfere with the learning of others.

Some technology activities are not allowed by law and Ministerial Order (#014/2024), while others may not be appropriate at school. The expectations outlined below are intended to help students understand how to use technology safely and responsibly. While not every possible situation can be listed, students are expected to make good choices and follow school expectations, including the Code of Conduct.

If students make unsafe or inappropriate choices with technology, staff will help students understand expectations and learn from mistakes. Consequences may be applied in accordance with Administrative Procedure 350 (Student Discipline), which may include the loss of technology privileges and other school-based consequences when necessary.

Westmount works hard to provide safe and appropriate access to technology and online learning resources; however, not everything on the internet can be fully controlled or blocked. The school reserves the right to monitor, filter, block, or restrict access to content that is unsafe, inappropriate, or negatively impacts student learning or the school environment.

The school may also respond to technology-related behaviour that occurs outside of school if it negatively affects the safety, well-being, dignity, or learning of students or other members of the Westmount community.

1. Personal Safety

- 1.1 I will help keep myself safe online by not sharing personal information (such as my address, phone number, passwords, location, or pictures) unless my teacher or parent/guardian says it is okay.

- 1.2 I will not arrange to meet in person with someone I have met online without the knowledge and supervision of my parent/guardian. Responsibility for any such meeting rests with my parent/guardian.
- 1.3 I will tell a teacher, administrator, parent/guardian, or trusted staff member if I receive a message, communication, or contact that is inappropriate or makes me feel uncomfortable, upset, scared, confused, or unsafe.
- 1.4 I will use good judgment online and ask for help if I am unsure whether a website, interaction, or online activity is safe or appropriate.

2. Online Behaviour

- 2.1 I will be kind, respectful, and responsible when I communicate online with classmates, teachers, and others.
- 2.2 I will use websites, games, videos, and apps that help me learn and make choices online that reflect positively on myself and Westmount Charter School.
- 2.3 I will not bully, tease, threaten, hurt, or say unkind things to others online.
- 2.4 I understand that what I do online can sometimes be shared and may last a long time, so I will make safe and respectful choices.
- 2.5 If I am unsure whether something online is safe, appropriate, or allowed, I will ask a teacher or trusted adult before doing it.
- 2.6 I will use Artificial Intelligence (AI) tools only when my teacher says it is okay and in ways that help me learn.

3. Privacy

- 3.1 I will keep my password private and will not share it with anyone (even my friends). I will not use another person's password or account.
- 3.2 I will respect other people's privacy and personal information. I will not look at, change, or share another person's work, files, pictures, or information without permission.
- 3.3 I understand that Westmount may check school devices, accounts, internet activity, and online work to help keep students safe and make sure technology is being used properly.
- 3.4 I will not share another person's message, picture, or video without permission unless I need to tell a trusted adult to help keep someone safe.
- 3.5 I will ask permission before taking or sharing pictures, videos, or recordings of other people at school.
- 3.6 I will not type personal or private information about myself or others into Artificial Intelligence (AI) tools or websites unless my teacher says it is okay.

4. Use of School Technology Resources

- 4.1 I will use school technology for learning and only play games, watch videos, listen to music, or use apps when my teacher says it is okay.

- 4.2 I will use my Westmount email, devices, and online spaces for school learning and activities.
- 4.3 I will not send mean, unsafe, or inappropriate messages, or share things that may upset or harm others.
- 4.4 I will not use school technology to buy or sell things or do anything illegal.
- 4.5 I will do my own thinking and my own work. I will not copy another person's work and pretend it is mine.
- 4.6 I will use technology responsibly and in accordance with [Administrative Procedure 141 - Information and Communication Technology](#). I will not intentionally damage or interfere with computers, devices, printers, or the internet. If something is not working properly, I will ask an adult for help.
- 4.7 I will use Artificial Intelligence (AI) tools in accordance with [Administrative Procedure 145 - Responsible Use of Artificial Intelligence \(AI\)](#), and only when my teacher says it is okay and in ways that help me learn and think for myself.
- 4.8 I will not try to change school safety settings, get around blocked websites, or access things my teacher says are not allowed. I will tell an adult if I think there is a problem with a device or website.
- 4.9 I will follow classroom and school rules to help protect technology, including keeping food and drinks away from devices and using equipment safely.
- 4.10 I will treat school technology and equipment with care and respect, including computers, laptops, headphones, printers, cameras, projectors, and other learning tools.

5 Personal Mobile Devices

- 5.1 I understand that personal mobile devices include cell phones, smart watches, tablets, laptops, iPads, earbuds/headphones, and other electronic devices that can be used to communicate, take pictures, or access the internet.
- 5.2 I will keep my personal mobile devices powered off, silenced, and put away in my backpack or teacher-designated area during the school day (8:00 a.m. to 4:00 p.m.) unless my teacher gives permission to use them for learning.
- 5.3 I understand that if I need a personal mobile device to support a health, medical, accessibility, or Individual Program Plan (IPP), my parent/guardian will work with school administration to make a plan in accordance with [Administrative Procedure 316 - Administration of Medication or Medical Treatment](#) and other school supports.
- 5.4 I understand that if I use a personal mobile device when I am not supposed to, staff will help me understand the expectations and may apply school consequences in accordance with [Administrative Procedure 350 - Student Discipline](#).
- 5.5 I will only use school-approved Wi-Fi and technology at school and will follow my teacher's directions for using devices.

Acceptance of Agreement

Student

A Westmount staff member has reviewed this Elementary Student Responsible Use of Technology Policy with me. I understand the expectations and agree to use technology safely, respectfully, responsibly, and in ways that support learning.

Parent/Guardian

I have read and understand this Elementary Student Responsible Use of Technology Policy and give permission for my child to use Westmount Charter School technology resources and approved personal devices when permitted, in accordance with the expectations outlined in this policy.

I understand the importance of safe, respectful, and responsible use of technology and will support my child in following this policy's expectations. I understand that Westmount Charter School may apply school consequences when expectations are not met, in accordance with school Administrative Procedures.

I acknowledge and accept this policy electronically as part of the annual registration process.

Cross Reference:	Ministerial Order (#014/2024) Standards for the Use of Personal Mobile Devices and Social Media in Schools <i>Protection of Privacy Act (POPA)</i> <i>Access to Information Act (ATIA)</i> AP-141 Information and Communication Technology AP-145 Responsible Use of Artificial Intelligence AP-316 Administration of Medication or Medical Treatment AP-350 Student Discipline
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