

Administrative Procedure 342

Students

MID-HIGH 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 are intended to foster innovation, collaboration, communication, and responsible digital citizenship.

Students are expected to use these tools with care, integrity, and personal responsibility in ways that support learning and reflect the values of the Westmount community. Parents/guardians play an important role in supporting responsible 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 ensuring that digital tools are used safely, ethically, 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, ethical, and transparent use of Artificial Intelligence (AI) tools to support student learning, creativity, and academic integrity when permitted by teachers.

This Mid-High 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 ethically, respectfully, and academically honestly, and in ways that align with the school's mission and values. Technology use must support learning and must not disrupt the learning environment.

Certain activities are prohibited by law and Ministerial Order (#014/2024), while others may be deemed inappropriate based on school expectations and administrative judgment. The guidelines outlined below are intended to clarify expectations; however, they are not exhaustive. Students are expected to apply sound judgment and adhere to all school policies, including the Code of Conduct.

Failure to meet these expectations may result in disciplinary action under Administrative Procedure 350 (Student Discipline), which may include loss of technology privileges, suspension, and/or legal consequences, where applicable. Westmount will cooperate fully with law enforcement in matters involving illegal activity conducted using school technology or networks.

The school reserves the right to apply disciplinary consequences for technology-related behaviour that occurs off campus if it negatively impacts the safety, well-being, or dignity of members of the school community, or disrupts the learning environment.

1. Personal Safety

- 1.1 I will protect my personal safety and privacy online by not sharing personal information (e.g., address, phone number, passwords, location, or personal images) unless I have permission from my teacher or parent/guardian.

- 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, intimidated, unsafe, or afraid.
- 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 understand that I represent Westmount Charter School whenever I engage in online communication, both on and off campus. This includes, but is not limited to, email, messaging, texting, gaming, online collaboration tools, social media, and other digital platforms.
- 2.2 I understand that online communications and digital activity may be permanent, traceable, copied, shared, or forwarded, and that my digital footprint reflects my choices and actions.
- 2.3 I will communicate respectfully, responsibly, and appropriately in all online interactions with classmates, staff, and others.
- 2.4 I will use digital platforms and visit online spaces that reflect positively on myself and Westmount Charter School. I will not engage in behaviour that harms, harasses, intimidates, discriminates against, or negatively impacts another person, group, or organization.
- 2.5 I will not create false identities, impersonate another person, or engage anonymously in a way that is dishonest, harmful, or inappropriate when using Westmount technology resources or representing Westmount Charter School.
- 2.6 If I am uncertain whether an online activity, platform, or communication is appropriate or permitted, I will seek guidance from a teacher, parent/guardian, administrator, or the technology department before participating.
- 2.7 I will use Artificial Intelligence (AI) tools responsibly, respectfully, and in ways that support my learning, while following teacher expectations and school guidelines.

3. Privacy

- 3.1 I will keep my network passwords private and secure. I will not share my password with others or use another person's password or account. If I become aware that someone else's password has been compromised or shared, I will report it to a teacher or the technology department.
- 3.2 I will respect the privacy, personal information, and digital work of others. I will not access, copy, modify, or share another person's files, folders, accounts, or data without permission.
- 3.3 I understand that Westmount Charter School reserves the right to monitor, access, and review school networks, devices, accounts, email, files, and digital activity to ensure the safe, appropriate, and lawful use of technology resources. The school may remove content or restrict access when necessary to maintain a safe and respectful learning environment.

- 3.4 I will not share, post, or distribute personally identifying information about any member of the Westmount community (e.g., addresses, phone numbers, email addresses, schedules, photos, videos, or other personal information) without permission.
- 3.5 I will respect the privacy of digital communications. I will not forward, copy, screenshot, or share another person's message, image, or content without their permission, unless there is a safety concern that should be reported to a trusted adult.
- 3.6 I will not record, photograph, or share audio, video, or images of another student, staff member, or member of the Westmount community without their knowledge and permission.
- 3.7 I will not enter personal, confidential, or identifying information about myself or others into Artificial Intelligence (AI) platforms or digital tools unless directed or approved by a teacher or Westmount Charter School.

4. Use of School Technology Resources

- 4.1 I will use technology resources for educational purposes and only access games, messaging platforms, music, videos, or other entertainment content when authorized by a teacher for learning purposes.
- 4.2 I will use my Westmount email, network account, and digital storage spaces primarily for school-related communication and learning activities.
- 4.3 I will not use my Westmount email account to send spam, mass unsolicited messages, chain letters, inappropriate materials, or content that disrupts the learning environment.
- 4.4 I will not use Westmount technology resources for personal financial gain, commercial purposes, illegal activity, or any use that violates school expectations.
- 4.5 I will use technology responsibly and in accordance with [Administrative Procedure 141 - Information and Communication Technology](#). I will not intentionally damage, disrupt, interfere with, or compromise computers, devices, printers, networks, or internet access.
- 4.6 I will use Artificial Intelligence (AI) tools in accordance with [Administrative Procedure 145 - Responsible Use of Artificial Intelligence \(AI\)](#), and only when approved or permitted by my teacher to support learning and academic integrity.
- 4.7 I will not attempt to bypass, disable, or circumvent network security systems or use software, applications, or settings for hacking, unauthorized monitoring, eavesdropping, or accessing restricted systems.
- 4.8 I will not install software, applications, or operating systems on Westmount devices unless authorized by the school or technology department.
- 4.9 I will follow classroom and school expectations to help protect technology resources, including keeping food and drinks away from equipment and using devices safely and responsibly.
- 4.10 I will treat all school technology and equipment with care and respect, including computers, laptops, headphones, printers, cameras, projectors, interactive displays, and other learning tools.
- 4.11 I will follow school directions regarding required software or applications needed to complete provincial assessments and digital testing requirements.
- 4.12 I will use only my assigned Westmount login credentials and approved Wi-Fi access while at school.

- 4.13 I understand that I am responsible for the respectful and appropriate care of school devices assigned to me and may be held accountable for damage or loss resulting from negligence or misuse.

5. Unacceptable Materials

- 5.1 I will not search for, access, create, download, store, or share materials that are inappropriate, harmful, illegal, or inconsistent with Westmount Charter School's values and expectations. This includes content that is violent, hateful, discriminatory, sexually explicit, profane, harassing, or promotes unsafe or unlawful behaviour, unless accessed as part of a teacher-approved educational activity or research project.
- 5.2 If I accidentally access material that is inappropriate or makes me feel uncomfortable, I will immediately close the content and notify a teacher or other trusted staff member.

6. Copyright and Plagiarism

- 6.1 I will appropriately acknowledge and cite all sources used in my schoolwork, including books, websites, images, videos, digital content, and Artificial Intelligence (AI) tools, as directed by my teacher.
- 6.2 I will not plagiarize or present another person's work, ideas, words, images, or creations as my own (*plagiarism includes copying, paraphrasing, or using content without appropriate credit*). This includes content generated by Artificial Intelligence (AI) tools. I understand that AI may be used to support learning when permitted by my teacher; however, using AI in ways that do not reflect academic honesty, submitting AI-generated work as my own, or misrepresenting the extent of my own thinking and learning is not permitted unless explicitly authorized by a teacher and appropriately acknowledged.
- 6.3 I will respect copyright laws and intellectual property rights. Except as permitted for educational purposes by a teacher, I will not copy, download, share, reproduce, or distribute copyrighted materials (e.g., music, videos, software, images, files, or publications) without permission. When in doubt, I will assume material is protected by copyright unless otherwise stated.

7. Personal Mobile Devices and Social Media

- 7.1 I understand that personal mobile devices include cell phones, smartphones, smart watches, tablets, laptops, iPads, Bluetooth earbuds/headphones, and any personal electronic device that can be used to communicate, access the internet, capture media, or store information.
- 7.2 I will ensure that my personal mobile devices are powered off, silenced, or placed in a teacher-directed mode and stored out of sight in my locker, backpack, or teacher-designated area during the school day (8:00 a.m. to 4:00 p.m.), unless explicitly permitted by a staff member for educational purposes.
- 7.3 I will follow the expectations outlined in this policy, including the [Mid-High Personal Device and Technology Policy and Procedures](#).
- 7.4 I understand that if I require a personal mobile device to support a health, medical, accessibility, or Individual Program Plan (IPP) need, my parent/guardian should communicate with school administration in accordance with [Administrative Procedure 316 - Administration of Medication or Medical Treatment](#) and other applicable school supports.
- 7.5 I understand that the use of personal mobile devices during instructional time or while participating in a teacher-supervised activity without permission may result in a

progressive discipline approach, in alignment with [Administrative Procedure 350 - Student Discipline](#), beginning with clarification of expectations and restorative conversations.

7.6 I will only connect approved personal devices to the Westmount network and will follow all technology department expectations regarding network access, safety, and security.

7.7 I will use social media responsibly and respectfully and understand that online behaviour that negatively impacts the safety, well-being, dignity, or learning environment of the Westmount community may result in school consequences, including behaviour occurring off campus.

8 Limitation of Liability

8.1 I understand that while Westmount Charter School makes reasonable efforts to provide safe, reliable, and appropriate access to technology resources and online content, it is not possible to control or restrict all material available through the internet fully. The school reserves the right to monitor, filter, block, or restrict access to content or services that are inappropriate or that negatively impact student learning, safety, or the school environment.

8.2 I understand that Westmount Charter School cannot guarantee uninterrupted access to technology resources or network services and is not responsible for lost data, service interruptions, technical issues, or information obtained through external online sources. The school is not liable for claims, damages, or consequences arising from unauthorized, inappropriate, or unlawful use of technology resources or networks.

Acceptance of Agreement

Student

I have read and understand this Mid-High Student Responsible Use of Technology Policy. A Westmount staff member has reviewed the expectations with me, and I agree to follow the rules, responsibilities, and expectations outlined in this policy.

Parent/Guardian

I have read and understand this Mid-High Student Responsible Use of Technology Policy and give permission for my child to use Westmount Charter School technology resources and approved personal devices in accordance with the expectations outlined above.

I understand the importance of responsible, ethical, and safe use of technology and will support my child in adhering to this policy's expectations. I also understand that Westmount Charter School may apply 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
Protection of Privacy Act (POPA)
Access to Information Act (ATIA)
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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