

School Digital Citizenship Plan

School Name: Braeside School

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Calgary Board of Education

Relevant key information about your school context and School Development Plan:

- Kindergarten (pm) to Grade 6
- 224 students enrolled K-6
- Multi-aged
- School Council has provided funds to purchase much of our technology.

Braeside School Digital Citizenship Plan 2024-25

Show respect for yourself, Show respect for others, Show respect for your school

Theme/Long Term Goal	Short Term Goals	Outcomes	Strategies	Activities & Resources	Measures
Theme: Digital Learning Long Term Goal #1: Staff and students of Braeside School will evaluate and select information, sources and digital tools based on their relevance to specific learning tasks.	Short term goal #1: Students and staff recognize, identify and use available technologies, software, online learning resources and web-based applications to support and enhance student learning.	• Students will be able to articulate how available technologies and online learning resources and applications support their learning and explain why specific technologies accomplish specific tasks. • Staff will be able to integrate available technologies and online learning resources and applications in and through learner outcomes from the Programs of Study to enhance learning tasks and student motivation.	• Integrate learner outcomes from the Information and Communication Technology (ICT) Program of Studies in meaningful and relevant ways into daily learning tasks https://education.alberta.ca/information-communication-technology/program-of-studies/everyone/programs-of-study/ • Direct teaching and guided discovery of available technologies, software, online learning resources and applications • On-going school-based professional learning opportunities for staff related to available technologies, software and online learning resources and web-based applications (Iris)	• Admin. and teachers with technology expertise • Alberta Programs of Study: Information and Communication Technology Program of Studies. • Media Smarts lessons and educational games. • Regular and daily access to all technological equipment. • SMART Boards in classrooms. • Some School Web Pages. Sites have been vetted by teachers based on student learning outcomes (ie Reading Support).	• Gradebook Pro used to track student progress and record marks and anecdotal comments • Staff who have students Coded with Alberta Education Special Education Codes will use Iris to create IPPs or add information about students who are not coded but are requiring additional supports. • Students posting artifacts of their

				• iPads available • 2 chromebook carts with chromebooks • Professional learning sessions	learning to Google Classroom and communicating with their teachers, classmates and parents/guardians via student-involved conferences
	Short term goal #2 Students and staff will actively and intentionally expand their knowledge and use of available technologies and online learning resources/applications by sharing their knowledge and use with others in support of ongoing growth and understanding.	• Students will collaborate with one another and school staff to learn from and with and act as resources to enhance evolving understandings and use of available technologies, software, online resources and applications. • Staff will collaborate with one another to learn from and with and act as resources to enhance evolving understandings and use of available technologies, online	• Identifying “tech-savvy” Staff within the school to act as resources for teachers when learning about and using available technologies, learning resources and applications. • Partnering older students with younger students to support learning about and use of available technologies, learning resources and applications. • Identifying “tech-savvy” students within the classroom as resources for other students when learning about and using available technologies, learning resources and applications.	• Admin. and teachers with technology expertise • Networking with Area 6 schools using similar technologies, and online learning resources and applications to learn from and with. • System/Area-based professional learning opportunities related to areas of ongoing learning. • Iris Insite page and print resources. • Learning Technologies Insite page and print/webinar resources.	• Number of professional learning opportunities and scheduled work time together • Evidence capture to guide learning of teachers (screen captures, paper “how-to” guides, various e-mails, one-to-one and working session support), lunch and learns

		learning resources and applications.	• Direct teaching to a grade-teams, online learning resources and applications to then support learning within their grade-team PLC (ie Web Page Design).	• HELP Desk support as needed.	
Theme: Digital Safety and Security Long Term Goal #2: Students and Staff at Braeside School will responsibly manage and protect their digital identity and online presence.	Short term goal #1: Students and staff login to network accounts and keep accounts and passwords secure.	• Students will login and keep their accounts and passwords secure. • Students and staff know and can articulate why it is important to keep their network accounts and passwords secure. • Staff will know that anything they access, produce and post builds a digital presence that lasts forever.	• Direct teaching and guided discovery of the importance of keeping account information secure • ICT Outcomes • Principal and Assistant Principal/ teacher’s well-versed in technology available to support classroom teachers and students. • Letter sent home and signed by student and parent with regards to Acceptable and Admirable use of Technology.	• Information and Communication Technology Program of Studies; Media Smarts lessons and educational games • Admin. and teachers with technology expertise • Learning Technologies Insite page and print/webinar resources	Staff feedback at staff meetings and PLC.

	Short term goal #2: Students and staff will store data in appropriate locations, share data via appropriate and efficient methods and retrieve it when needed.	• Students will store their data using One Drive • Staff will know where to store appropriate Data (ie One Drive, Google, Iris, etc...).	• Create common understanding of the purpose of the various technologies available to share data, create and collaborate. • Direct teaching/guided discovery of how to save/store, share, create and collaborate using available technologies (ie One Drive). • Clear expectations regarding appropriate use of websites. • AUPs shared with Staff. • AUPs shared with Students and Parents and signed.	• Admin. and teachers with technology expertise. • Information and Communication Technology Program of Studies.	• Lessons in Digital Citizenship for all students • Use of One Drive during Staff PLC time • Staff store school files in One Drive.
Theme: Digital Interactions Long Term Goal #3 Students and staff at Braeside School will respectfully and responsibly interact, collaborate, and build relationships with others to create value in the digital and physical world.	Short term goal #1: Students will establish and develop their identity as learners through the use of available technologies, software and online resources and web-based applications in a respectful and responsible manner.	• Students will create a respectful and responsible digital presence as a learner through posting artifacts and reflecting on their learning, sharing their learning with their teachers, peers and families, and seeking and responding to feedback to improve their learning. • Students, Staff and Parents will never record anyone without their permission • Students will sign a Acceptable and Admirable Use document	• Intentional, planned, relevant opportunities in and through the learner outcomes from the Alberta Programs of Study for students to develop metacognitive understandings and processes. • Intentional, planned, relevant opportunities in and through the learner outcomes from the Alberta Programs of Study for students to develop personal learning stories.	Admin. and teachers with technology expertise • Networking with Area 6 schools using similar technologies, and online learning resources and applications to learn from and with • System/Area-based professional learning opportunities related to areas of ongoing learning • HELP Desk support as needed and Service Manager for inquiries. https://ism.cbe.ab.ca/HEAT/Account/Login	• Evidence captures will increase. • Number of students using the Google Classroom tasks to develop their understanding of themselves as learners, set goals and refine strategies will increase. • Number of artifacts posted will increase in Google Classroom. • Teachers will use Gradebook Pro to track progress.

		to help guide their use of technology throughout the year.			Teachers and Administrators will use Instagram to capture examples of learning happening in the school.
	Short term goal #2: Teachers use Grade Book Pro to collaborate, share information and communicate with one another in support of student learning. IRIS used for IPPs.	- Teachers will document continually evolving understandings of students in Iris for IPPs and Grade Book Pro - Teachers will document what is known about students in one context to be shared with teachers who support students in another context (Music Specialist, ELL Teachers, team-teaching and flexible grouping scenarios, Resource Teacher, communication at times transitions).	- Professional learning opportunities related to the Iris Learner Profile and IPP. - One-on one support from Admin. - Scheduled time for working sessions - Scheduled time for grade-teams to share, review and give feedback. - School developed print resources and examples to support understanding - Use of Gradebook Pro for assessment	- Iris Insite page and print resources; - Admin. and teachers with technology expertise - networking with Area 6 schools using similar technologies, and online learning resources and applications to learn from and with - System/Area-based professional learning opportunities related to areas of ongoing learning; - HELP Desk support as needed	- Evidence capture on Google Classroom - More students using Google Classroom to document their goals, understanding themselves as learners.

- [AR1061](#): Responsible Care and Security of Information
- [AR1062](#): Responsible Use of Electronic Information Resources
- [AR1063](#): Calgary Board of Education Internet Web Presence

- [AR1064](#): Recording and Publishing Student Images and Work
- [AR1067](#): Use of Social Media
- [AR6005](#): Student Code of Conduct
- [AR6006](#): Progressive Discipline