



September 2, 2025

Re: Woodlands School Admirable Use Policy for Technology

Dear Parents and Guardians,

Digital citizenship is about using technology and participating in digital environments. It is key to helping our students learn to use available technology responsibly in the classroom and beyond – this includes the knowledge, skills and attitudes needed to demonstrate responsible and respectful behavior when using technology or participating in digital environments.

All students at Woodlands School have access to a variety of digital tools in their daily learning. From Chromebooks to iPads and SmartBoards, our students use technology to enhance and support their learning in various ways. Our school uses digital and online tools to help students develop an understanding of both the benefits and the responsibilities of working in a truly connected and collaborative way. [Web filtering](#) (content filtering) is a system that provides safe access to internet content. Content filtering also helps to protect against computer viruses, malware, adware, and other information security risks.

We support and safeguard students as they develop online safety skills and learn to be good digital citizens in an environment that is safe, but that gradually broadens their experience. Digital citizenship is key to helping Woodland's students learn to use available technology responsibly to enable them to reach their full potential as learners. For more information visit the [CBE Digital Citizenship](#) webpage.

Please review the attached Admirable Use Policy for Technology with your child. It is intended to support families in discussing the ethical and purposeful use of technology at school and at home.

Woodlands School Admirable Use Policy for Technology

Woodlands School students are provided with digital resources that increase their ability to connect, create, and share. All students in the CBE are given a username and password to access school computers, email accounts and the Google education account. When using CBE-owned devices, Woodlands School students are expected to adhere to all sections of this agreement. If students are using CBE electronic resources when at home, they are required to follow the same terms of use as they do when they are within the school.

Please review the following with your Woodlands student:

When I use Technology...

- I will use devices with respect and care so they are not damaged (repair or replacement cost will be provided to families for deliberate damage to a school-owned device)
- I will let an adult know if something is not working properly
- I will treat others with respect in online environments
- I will protect my password and use my password to access my own work and not the work or accounts of other students
- I will be a positive online citizen and not do anything that hurts other people or is against the law
- I will only use and share images that are appropriate for learning
- I will tell an adult right away if I come across any information that is inappropriate
- I will not respond to any messages that are unkind or inappropriate - if this happens, I will tell an adult so that they can help me
- I will balance technology use with other activities

CBE implemented restrictions on Personal Mobile Device & Social Media Use in Schools effective Aug. 29, 2024. This policy followed the Ministerial Order provided by the Government of Alberta in June, 2024, based on survey feedback provided by families.

For students in kindergarten to Grade 9, CBE uses 'away for the day' guidelines. Personal mobile devices brought to school including cell phones, tablets, gaming devices, laptops, smart watches, Bluetooth speakers/headphones or any personal electronic device that can be used to communicate with or access the internet must be powered off or set in silent mode and stored out of sight in student lockers, backpacks or other designated area for the duration of the school day. At Woodlands, we also ask students that their devices not be in use on school grounds.

If a student is using a personal mobile device in class without permission from the teacher, the CBE will work with the student to ensure the rules are understood. If many reminders have been provided, the device may be stored by the teacher or in the office for the day and returned to the student at the end of the day. A reminder that the school is not responsible for loss, theft, or damage to student electronic devices at school.

This Admirable Use Policy complements a number of Calgary Board of Education [Administrative Regulations](#), including: AR 6008 -- Student Personal Mobile Devices and AR 6005 Student Code of Conduct

Sincerely,

Tamra Wilcox
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