



AP 508 PURPOSEFUL USE OF TECHNOLOGY

Approved: Sept 1, 2018

Amended: Aug 18, 2024

Reviewed: June 8, 2024

Due: Jun 30, 2026

Background

CGCS promotes one-to-one technology devices for all students and staff. The use of technology, which includes but is not limited to the CGCS network, iPads, laptops or other devices owned by CGCS or personally owned by students and staff, is purposeful and guided by principles of responsible use.

Definitions:

Purposeful Use: The purposeful use of Calgary Girls Charter School technology, including the network, CGCS owned devices, personally owned devices, and personal communication devices, that access the school's network, is to support the staff in their work and the students in their learning.

Guiding Principles for Responsible Use:

Technology will be used in ways that are consistent with the following principles.

1. Appropriate Use for Work and Learning
 - Technology is intended for educational purposes and for business activities in the operation of the school. Personal use of electronic communication must not interfere with, or conflict with, its use for work purposes. Technology shall not be used for purposes that are illegal, unethical, or immoral.
2. Privacy and Personal Safety
 - Activities involving technology will, as much as possible, protect the privacy of personal information of all users and the personal safety of students. All users will be educated about ways that they can protect their own personal information and personal safety.
3. Security of systems and information
 - Individuals using technology shall not compromise the security and integrity of data and information stored on the technology and computer systems.
4. Efficiency

- Technology must function effectively for all users. Therefore, all users shall operate within the limitations, guidelines and directives provided.

Procedures

1. Student access to technology may include school issued or personally owned devices which access the CGCS network for educational purposes that include:
 - Achieving the learner outcomes of the Alberta Program of Studies
 - Participating in learning activities selected by the teacher

1.1 Students are restricted from using Personal Communication Devices during instructional and non-instructional time in accordance with AP 145 (Use of Personal Communication Devices).
2. Staff will be given access to technology for educational purposes that include:
 - Communication
 - Information acquisition
 - Information management, such as student and financial information
 - Professional development and training
 - Providing technology support to other users of CGCS technology
3. Volunteers and School Council (all parents of registered students are members of School Council) may be given access to technology for educational purposes that include:
 - Communication
 - Information acquisition
 - Assisting staff in using CGCS technology with students
4. Students and staff shall adhere to the CGCS *Responsible Use of Technology Guidelines*.
 - 4.1. The Superintendent will require all staff to sign *Terms of Employment*, to confirm their understanding of the guidelines
 - 4.2. The Principal, or designate, will request that students and their parents or guardians sign a *Responsible Use of Technology Agreement* that confirms their understanding of the guidelines.
5. The Superintendent, Principal, or designate, is responsible for determining the disciplinary measures for inappropriate use of technology, as outlined in AP 140 (Responsible Use of Electronic Information Sources)
 - 5.1. All users shall be responsible and accountable for their use of CGCS technology.
 - 5.2. Students who deliberately use CGCS technology inappropriately will be subject to some, or all, of the consequences listed in Board Policy 18 ((Welcoming, Caring, Respectful, Caring, Respectful, Safe and Healthy Learning and Working Environments),

such as losing the privilege of using technology at school or accessing the network, regular and frequent monitoring of the history of a student's use, suspension or expulsion.

- 5.3. Staff who deliberately use technology inappropriately will be subject to disciplinary or legal action, which may include termination of employment.
- 5.4. Other users who deliberately use technology inappropriately will lose the privilege of using CGCS technology.

Reference:

Freedom of Information and Protection of Privacy,
Education Act, s. 53, 54
Criminal Code
Canadian Charter of Rights and Freedoms
Alberta Human Rights Code