



Harold Panabaker Admirable Use Policy

2025-26 School Year

During the 2025-26 school year, students at Harold Panabaker will have the opportunity to utilize tablets, laptops, computers, online applications, and other digital resources. Each student and parent/guardian are expected to read this Admirable Use Policy and sign. Please contact your child's teacher or your school administrator if you have questions or concerns.

Digital Technology for Learning

The use of technology is an integral part of learning at all CBE schools, as required by Alberta Education's Information and Communication Technology (ICT) Program of Studies. Students are encouraged to use our network and digital learning tools to collaborate with others and contribute to the learning environment in meaningful, positive ways. By utilizing the school's digital resources and/or network, students agree to the guidelines for digital technology use outlined in this document. They also agree to the Digital Citizenship guidelines about technology use in the school. For more information about this, visit <https://www.cbe.ab.ca/programs/technology-for-learning/Pages/Digital-Citizenship.aspx>.

Students will engage with digital technology to:

- Access, critically assess, and communicate information and understanding
- Seek alternative viewpoints
- Collaborate during inquiry
 - Construct personal knowledge and meaning
- Demonstrate understandings
- Organize and manipulate data
- Interact and share learning with others

Acceptable use includes:

- Only accessing CBE or personal technology when given permission
- Treating CBE and personally owned technology with care and respect
- Keeping all cell phones and other personal electronics in lockers during the school day and not using them in the building
- Contacting school administration if an exemption to the personal devices policy is required for a medical, language, or learning reason to ensure all documentation is complete
- Use of student's own account only to access the CBE network
- Never assuming the identity of another person
- Accessing, posting, sending or downloading appropriate material only
- Using respectful language, being honest and kind in digital communication
- Respecting other students' work on any device. Refraining from copying, changing or removing another student's work from a device, school network or the internet
- Asking permission to post, publish, circulate, record or distribute someone's personal information (images, work, etc)
- Giving credit to authors or sources when using information or ideas that are not the student's own - failure to properly cite sources of information is called plagiarism and is a form of cheating

Using Personal Devices for Learning

Students are only allowed to use personal devices for learning when they have permission from their teacher in a specific classroom and learning situation. Cell phones, ear buds, smart watches, personal computers or other electronic devices must be kept in lockers at all times unless specifically instructed by the teacher.

Students who require access to their personal devices during the school day for reasons of learning, medical supports, or translation must be given permission by the principal or assistant principal and parent permission must also be obtained. All students using personal devices must use them to support their learning in appropriate times and places. Follow your teacher’s instructions about when to use the devices. Personal devices are never to be used in the washrooms at school.

CBE My Devices Network

The CBE My Devices Network enables students to access wireless Internet on school-owned technology or students’ personal devices. Students are expected to follow the same Admirable Use Policy when accessing this network. The school does not accept any responsibility for loss or damage of any student’s personal electronic devices. For more information about the CBE network, visit <https://www.cbe.ab.ca/programs/technology-for-learning/Pages/get-connected.aspx>.

Procedure for Policy Violation

Depending on the severity of inappropriate use, consequences will be determined by school teachers and the administrative team. Parents/Guardians will be notified. This Admirable Use Policy complements a number of Calgary Board of Education Administrative Regulations, including: AR1062 -- Acceptable Use of Electronic Information Resources, AR6047 – Vandalism and Damage to School Property, AR6005 – Student Code of Conduct, and AR6006 – Progressive Student Discipline. <https://cbe.ab.ca/about-us/policies-and-regulations/Pages/Administrative-Regulations.aspx>

Please return this form to your Homeroom Teacher.

Thank you for your support,

Principal: Shelly Li shli@cbe.ab.ca
Assistant Principal: Megan Roach meroach@cbe.ab.ca

Student Name

Student Signature

Parent Name

Parent Signature