



# Silver Springs Admirable Use Policy

## 2025-2026 School Year

At **Silver Springs School** we will ensure the safety of all students by following the three principles of respect when working with educational technology. This will ensure that students are using digital information and technology resources in a responsible way.

During the 2025-26 school year, students at Silver Springs School will have the opportunity to utilize tablets, computers, online applications, and other digital resources. Each student and parent/guardian are expected to read this “Admirable Use Policy” and sign on the back. Please contact your child’s teacher or the main office if you have any questions at all.

### 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>.

#### 1. Respect Yourself

- Keep your CBE account passwords and other personal information private.
- Tell your teacher if something on an electronic device makes you feel uncomfortable or is inappropriate.
- Caring for a personally owned device is the responsibility of the student using it.

#### 2. Respect Others

- Use appropriate language and communicate respectfully at all times.
- Respect the property and the creative work of others.
- Respect the rights of other people & ask for permission to post about them, even in a shared Google Doc.
- Protect and respect the personal information of others.
- Use your time wisely when using technology for learning.
- Always ask permission before taking a photo or recording (audio or video) of anyone.

#### 3. Respect this Place

- Maintain equipment so that it is ready to be used by others.
- In the school environment, use technology to support your learning and do so in consultation with your teacher. For example, you are not using tech to look up personal interests.
- Report any problems with technology equipment as soon as you see them to your teacher.

## Violation of the Calgary Board of Education and Silver Springs School Policy

If you do not follow this policy it may result in one or more of the following consequences:

- Letter home
- Restriction or loss of computer privileges; and/or
- School-based disciplinary consequences

Depending on the severity of inappropriate use, consequences will be determined by staff 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>

### Student and Parent Acknowledgement

Please sign and date below to acknowledge that you have read and agree to the terms of this Admirable Use Policy. Please return this form to your Homeroom Teacher, which will be kept on file for the year.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

Thank you for your support in helping our students become positive digital citizens.

Educationally yours,

Derek Rakowski  
Principal  
Silver Springs School

