Digital Citizenship Plan | 2026-2027

Bayside School

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 Digital Citizenship Plan addresses how we work to build a community where we live and work together as digital citizens.

Relevant contextual information about our school and School Development Plan:

- We are a K-5 school in the community of Auburn Bay. We serve the communities of Auburn Bay and Mahogany as overflow for Mahogany School.
- Our School Development plan goal this year is to Improve student achievement and well-being through task design based on formative assessment information. Our focus outcomes are to improve student achievement in reading and to improve student well-being in relation to self-regulation.
- Our students have had a diverse range of technology at home and in prior learning.

Relevant evidence and data that informs our Digital Citizenship Plan:

- As early learners, many of our students are new to using digital tools for learning.
- Our Kindergarten and Grade 1 students utilize iPads for learning and our Grades 2-5 utilize both Chromebooks and iPads for learning.
- With changes in enrolment and staffing, each year has brought new learners and staff together. We continue to build relationships with all stakeholders on all aspects of technology and digital citizenship.

Long Term Goal	Competency	Short Term Goals	Outcomes	Activities & Resources	Measures
Long term goal #1 Learners will understand the importance of protecting personal information online.	**Safe** I know how to protect my personal information online	Short term goal #1: Students will understand the characteristics of a strong password and why it is important to have one.	Each student will create a unique password/phrase to access CBE technology.	Bayside Admirable Use Policy: Reviewed with students and shared with parents. Teachers conduct lessons on password/phrase creation. Students follow the new password criteria. Teachers will create access cards with Student # and Google email access	Admirable use policy document shared with parents and returned with signature. All students in the school will have a unique, secure password/ phrase to access CBE technology. All students will keep their passwords private and use appropriate means to reset
		Short term goal #2: Students will understand the importance of keeping their passwords/phrases secure and private.	Students will keep their password/phrase private and seek adult support if they need to change their password.		

Long Term Goal	Competency	Short Term Goals	Outcomes	Activities & Resources	Measures
				(password/phrase not included) Techsperts (Grade 3-5 students) can work with teachers to build student capacity Teachers will use the student account tool to help students change passwords if necessary. Students will learn how to reset passwords/phrases using the Student Account Tool Calgary Police Service session on Cyber-Safety session for parents/staff/ grade 5 students (topics: online gaming, social media)	their passwords as needed with adult support.
		Short Term goal #3: Students will understand the importance of having consent to take/use digital images (including themselves others)	Students will only use images of themselves and others if they have consent/permission.	Bayside Admirable Use Policy CBE Media Release Forms Techsperts (Grade 3-5 students) can model what is expected when taking digital images. Teachers will be mindful of parental consent (Media	All apps used at Bayside will be approved by the Software Asset Management Tool. Admirable use policy document shared with parents and returned with signature.

Long Term Goal	Competency	Short Term Goals	Outcomes	Activities & Resources	Measures
				Release) and student consent/permission when images are shared using approved digital tools such as Instagram. Calgary Police Service session on Cyber-Safety session for parents/staff (topics: online gaming, social media) Teachers will refer to the Software Asset Management (SAM) tool to only use approved apps.	

Long Term Goal	Competency	Short Term Goals	Outcomes	Activities & Resources	Measures
Long term goal #2 Learners will demonstrate balanced use of technology to promote positive mental, emotional, and physical well-being.	**Balanced** I balance time online and offline to promote positive mental, emotional and physical well-being I understand appropriate times and situations to use technology	Short term goal #1: Students will use digital tools with intention to support their learning. Short Term Goal #2: Students will make thoughtful choices about time on- and off-line in support of their general well-being.	Students will use digital tools for specific learning purposes and will demonstrate on task behaviour while doing so. Teachers will design learning tasks that incorporate technology in meaningful ways. Use of technology will be balanced throughout the day and week with time off-line, particularly during unstructured times when social interaction is the primary focus (e.g. recess)	Teachers conduct lessons on student well-being with regards to balance and screen time. Bayside Announcement slides to highlight balance with regards to screen time and student well-being.	CBE Student survey: Students will share they have a healthy balance with regards to screen time and use of technology.
Long term goal #3 Learners will be responsible and respectful for technology and their actions using digital tools for learning.	**Responsible** I understand how to make responsible decisions in the digital economy **Respectful** I am respectful and inclusive in my words and actions	Short term goal #1: Students will understand the importance of taking care of technology	Technology will remain in good condition and ready for learning	Bayside Admirable Use policy Teacher-led discussions about responsibility with technology School-wide expectations around technology (avoid using Chromebooks on the floor) Techsperts in each class to assist with responsible use of technology	Observation: Students will maintain responsibility for and towards technology Inventory: Fewer damaged devices

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				Techsperts will highlight responsible use of technology onto the Bayside slides.	
		Short term goal #2: Students understand that their online actions reflect who they are online and offline Students can identify positive and negative representation	Students interact safely and respectfully online and have a clear understanding of what a safe and respectful online presence is.	Bayside Admirable Use policy Teacher/ student co-created set of expectations for safe and respectful online behaviour Bayside staff will create a shared understanding of what expectations are and how to best support student understanding of those expectations	Incident/ Log entry reporting: Students engage in online learning with respect and positive representation CBE Student Well-being survey: Students identify that they feel safe and a sense of belonging at Bayside School

Next Steps and Focuses for the Coming School Year

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