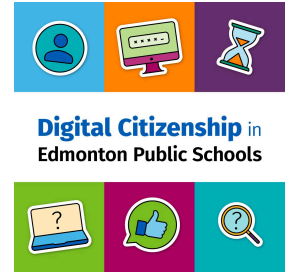


# Responsible Use of Technology Agreement at Dr. Donald Massey School (Junior High)



*Review this agreement with your teacher and your parent or guardian before you use technology at school.*

*Technology means any computer, software, network or internet access on an electronic device, no matter who owns it.*

*Everyone is working together to make sure students use technology to learn in schools where everyone is respected, included and safe.*

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**As a digital citizen, I will help create a positive online community in the following ways:**

## How should I use technology?

- I will use my device when a teacher asks me to, during my own study time or during breaks, in line with the school rules.
- I will use a strong passphrase, keep it secure and change it as needed.
- I will always log out of or lock my device when I am not using it.
- I will be aware of the privacy settings of any app or website before signing in.
- I will take care of any device I am given to use like it is my own.
- I will take breaks from my device when I need one, or when the teacher or trusted adult asks me to.

## What should I do with technology at school?

- I will use technology time at school for learning, by selecting the right digital tool for the task.
- I will use technology to question, explore and reflect on information and its sources.
- I will give credit to creators of information and media, cite my sources and avoid plagiarism.
- I will check facts and information before posting to the internet.
- I will be honest and follow my teacher's guidelines when completing tests and assignments.
- I will respect the Division network security measures to help keep myself and others safe.

## How should I interact with other people?

- I will be honest and kind to people online.
- I will think about the person I am communicating with how they might interpret my message.
- I will use language to share messages that are appropriate and respectful of others' race, national or ethnic origin, colour, religion, age, gender, sexual orientation, family status or disability.
- I will share digitally knowing that anything posted online can be seen by everyone at school, at home and in the community.
- I will protect the personal information of myself and others.

## What happens when something goes wrong?

- I will talk to a teacher or a trusted adult who will help me figure out how to make it right.
- I will immediately stop and tell a trusted adult if anything happens with technology that does not seem right or that makes me feel uncomfortable.

**Be balanced. Stay informed. Be Inclusive. Stay alert. Be engaged!**

September 5, 2025

Dear Parents, Guardians, and Families,

Dr. Donald Massey School is committed to prepare all students and teachers to maximize learning by integrating relevant technology into academic content to:

- access, share, and create knowledge
- discover, develop, and apply competencies across subject and discipline areas for learning, work, and life
- develop and apply digital citizenship and technological skills
- demonstrate what they know and are able to do through effectively using a range of resources and media
- monitor their learning progress and inform decisions through the use of data and evidence-based reasoning
- monitor, teach and limit screen time to support mental and physical health

As part of this commitment, last year Dr. Donald Massey School adopted a **Bring Your Own Device (BYOD)** policy where all **junior high students** are encouraged to bring a student-owned laptop device that will be used in the classroom to support instruction and learning.

As part of our Bring Your Own Device (BYOD) policy, families have the opportunity to either:

**1. Bring Your Own Device**

- a. We recommend a device such as a **Chromebook, Windows laptop, or Macbook** as they all provide full functionality to Google Workspace for Education, including division licensed software and extensions. Cell Phones will not be accessible to students during class time.
  - i. **Battery Life:** Will the device run for a full school day (6-8 hours) without charging? Bringing a charger and using it during the day will not be an option in all classrooms.
  - ii. **Portability:** Is the device small and light enough to easily transport to and from school on a daily basis? Is there a protective cover or case to use when carrying the device from room to room/to and from school?
  - iii. **Ease of Setup and Use:** Is the device easy to set up and keep updated? Is there anti-virus software installed on the laptop? These tasks are the responsibility of the student and family.
  - iv. **Productivity:** Does the device have a keyboard and trackpad? Is the screen size large enough to make working and collaborating easy?

**2. Use a school chromebook**

- a. Chromebooks will be assigned during class when a teacher determines it is a suitable time. We try our best to make sure that a chromebook will be available to every student as needed. Students will not be allowed to rent, borrow, or remove these chromebooks from the school and may be held responsible for any damages beyond normal wear and tear.

**Cellphones**

Students are encouraged to leave their cell phones at home but if JH students do bring their phones, they are expected to turn them off and place them inside the cell phone lockers inside the classrooms. Students will be asked to leave their cell phones in their personal lockers, turned off, during PE, fit for life, and construction. Air pods and smartwatches should stay home.

Three Strike Rule for cell phones if a teacher sees a student's phone or personal electronic device during class time:

- **Strike 1**
  - o They will take it for the day. Students are welcome to pick it up from their teacher at the end of the day. The classroom teacher will make a note of this in the student file and call home.
- **Strike 2**
  - o The student will talk to an administrator who will call home and make a note on their file. Their phone will now be required to be dropped off in the office at the beginning of every day for a week. They can retrieve the phone from the office at the end of the day.
- **Strike 3 (and beyond)**

- o Students will be required to sign their phone into the main office at the beginning of each day for a longer period of time as determined by the administrator. The administration will make a note on the student's file and inform parents.

\* Please note: strikes listed are per student, NOT per class.

### **Theft, Loss, or Damages**

Please note that EPSB, Dr. Donald Massey School or any employee of the school or division is not liable or responsible for any theft, damage, or loss of any non-Division device or the information on any such device. It is the responsibility of the owner of the device to ensure that the device is safe and secure. To ensure personal devices are not stolen, lost, or damaged at school, our administration recommends and suggests that all students leave their personal devices such as airpods, smartwatches, and cell phones at home. By bringing a personal device such as airpods, smartwatches, and phones to school, students are accepting responsibility for potential theft, loss or damage to their devices.

### **Communication/Data Plan Fees**

Edmonton Public Schools and Dr. Donald Massey School are not responsible for any fees associated with using any personal technology devices. All fees and charges related to texting or Internet use on any student-owned device is the sole responsibility of the owner.

### **Update to our smartphone and bluetooth device policy**

The home and school lives of teens are inextricably linked and what they do online makes its way into their relationships, interactions and behaviour in both places. Now, more than ever, "it takes a village to raise a child" and we are all part of the same village. Together, we play a vital role in raising compassionate, responsible and courageous human beings who are able to stand up for their own rights and the rights of others.

Previously, UNESCO recommended a universal ban on cellphones in schools given the negative effects they are demonstrated to have on students. (UNESCO. 2023)<sup>1</sup>. In August 2024, the Albertan Government released the Ministerial Order 014/2024<sup>2</sup> restricting the use of personal mobile devices and social media while at school. Dr. Donald Massey school has revised our cell phone policy to ensure that it supports students academic success, safety and health and government guidelines. Cell phones and bluetooth devices will not be banned at Dr. Donald Massey School, access will be restricted to student breaks and lunch. However, our admin team strongly encourages all students to leave their personal mobile devices at home.

Students that choose to bring a device to school will be expected to turn off and place the cellphone in a locked case for the block of instruction and other items remain locked in their lockers. Students can access them only during scheduled breaks. If a student has bluetooth headphones, they will only be permitted in classrooms by teachers discretion and they must connect to chromebooks. Wired headphones are preferred, we do not recommend wireless. During assessments like CAT4 and PAT, only wired headphones can be used. Students that choose to carry or use a phone in the classroom will have the device confiscated for the day. If this is a frequent occurrence, the administration will contact you and request your support.

If you have any questions or concerns, please contact any member of our administration team at Dr. Donald Massey School.

In Partnership,

The Administration at Dr. Donald Massey School

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<sup>1</sup> [Global Education Monitoring Report. \*Technology in education: A tool on whose terms?\* UNESCO. 2023](#)

<sup>2</sup> [Alberta Government Ministerial Order 014/2024 Department of Education 2024](#)