



[École Oriole Park School](https://www.oriolopark.ab.ca)
5 Oldbury Street
Red Deer, AB T4N 5A8
Email: op@rdpsd.ab.ca
Phone: 403-347-3731

Principal: Mr. Ryan Kure
Vice Principal: Mme Giselle Ruest
Financial Secretary: Mrs. Sandy Sparks
Student Records: Mrs. Jacki Robertson

September 3, 2024

Dear Parents/Guardians,

As our world becomes increasingly connected, it is important that all students have access to the latest technology both inside and outside of the classroom. At École Oriole Park School, we strive to ensure that students have access and learn how to use that technology regularly. Learning how to use technology responsibly and respectfully is essential to accessing technology. At OP, we will teach students to follow the school's core values of "Being Respectful, Responsible, Resilient, Curious, Collaborative and Healthy," even when online or using a digital device. To that end, we will be working with students throughout the year to develop not only their skills in using technology but also their digital citizenship skills.

We have developed the attached digital citizenship contract as a first step. Your child's teacher has already reviewed this contract with their class. **Please note recent changes to our policy based on the Government of Alberta Ministerial Order #014/2024 (Standards for the Use of Personal Mobile Devices and Social Media in Schools), bolded on the next page.**

Please take a few minutes to read over the contract below with your child. We hope this will assist parents in discussing digital citizenship responsibilities with our students. Once you have read and discussed the contract with your child, please sign the bottom and return it to the school.

The goal at OP is to allow students to experience growth and success. Access to and regular use of technology provide excellent opportunities for this. If you have any questions about the use of technology in our school, please do not hesitate to contact us.

Sincerely,
Ryan Kure
Principal

École Oriole Park Family Contract for Digital Citizenship

1. I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parents permission.
2. I will tell my parents or teachers right away if I come across any information that makes me feel uncomfortable.
3. I will never send a person my picture or anything else without first checking with my parents or teachers.
4. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents or teachers immediately so they can contact the service provider.
5. I will remember that not all people have access to or use technology in the same way. I will not treat others differently if they do not have the same options.



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6. I understand that I can bring personal devices to school but am not required to do so. If I choose to bring personal devices to school, I:
- i. **understand that it is a Government of Alberta and School Division policy that personal devices (cell phones, smart watches, earbuds, etc.) are not permitted during instructional time unless the administration has granted a medical exemption.**
 - ii. understand personal digital devices are not to be used for entertainment at recess or lunch.
 - iii. make sure I know how to operate the device before bringing it to school. I understand the school cannot provide technical support for students' devices.
 - iv. I will keep my personal device in a safe place at school, and I understand that the school is not responsible for its loss, theft, or damage. I will also ensure that the device is clearly marked with my name.
7. I will treat digital tools with respect and care and will immediately inform a responsible adult if something is not working properly.
8. I will not give my Internet Password to anyone (even my best friends) other than my parents or school staff.
9. I will check with a responsible adult before downloading or installing software or doing anything that could possibly hurt our computer or jeopardize my family's privacy.
10. I am aware of the Government of Alberta and School Division policy, which outlines consequences for the use of a personal device (cell phone, smartwatch, earbuds, etc.)
- First offence: The personal mobile device will be confiscated and returned to the student at the conclusion of the class. The student's parent/guardian will be notified of the incident.
 - Second offence: The personal mobile device will be confiscated and stored in the main school office until the end of the school day. The student may retrieve it at this time. The student's parent/guardian will be notified of the incident.
 - Third offence: The personal mobile device will be confiscated and stored in the main school office until the student's parent/guardian can retrieve it in person.
 - Future offences: Offences beyond the third may be subject to disciplinary measures detailed in Administrative Procedure 355.

I agree with the above.

(Student signature)

I understand this agreement and have reviewed it with my child. I will allow reasonable use of digital technology as long as these and other family rules are followed.

(Parent signature)

Contract adapted from the brochure Child Safety on the Information Highway by Lawrence J. Magid