



Thomas B. Riley Admirable Use Policy

2026-27 School Year

During the 2026-27 school year, students at Thomas B. Riley will have the opportunity to utilize computers, online applications, and other digital school resources. Each student and parent/guardian is 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.

Personal Mobile Device Policy

Personal Mobile Device (PMD): Any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, gaming device or smartwatch. This also may include devices capable of communicating with a PMD (e.g. Bluetooth devices) such as headphones, earbuds, or smart speakers.

All CBE K-9 Schools are following an "Away for the Day" policy which means the phone is powered off, out of sight and stored securely at all times before entering the school building. This includes the lunch hour.

Student PMDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner or user. CBE assumes no responsibility for the safety, security, loss, repair or replacement of student PMDs. Failure to comply with this "Away for the Day" policy means that the device will be taken temporarily from students by teachers or administrators and will be securely stored.

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 devices when given permission
- Treating CBE devices with care and respect
- 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 communications
- 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
- 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

- Asking permission to post, publish, circulate, record or distribute someone's personal information (images, work, etc.)

Damage to Computers

Students are expected to treat all school technology with care and responsibility. For safety reasons, magnets, liquids, lead, or any other harmful materials must never be used near or inside computers or related devices. Such substances can cause serious damage to sensitive components and pose health risks. Students are fully responsible for the condition of the computer assigned to them, and any damage caused, whether accidental or intentional, will be the responsibility of the student to repair or replace. Respecting and protecting school technology ensures it remains reliable and available for all learners.

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: AR 6008 – Personal Devices, 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.

By signing below you agree to the conditions stated above.

Student Name.

Student Signature

Parent Name

Parent Signature

Thank you for your support.

Please contact if you should have any concerns or questions.

Sincerely,

Tiffany Austin
Principal, Thomas B. Riley

Matthew Littel
Assistant Principal, Thomas B. Riley