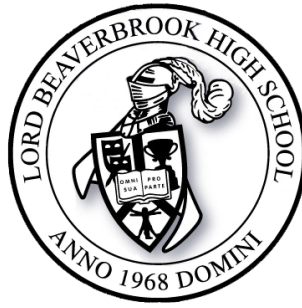




## Student Parent Information Handbook 2016-2017

LORD BEAVERBROOK HIGH SCHOOL  
9019 FAIRMOUNT DRIVE S.E.  
CALGARY T2H 0Z4  
PHONE: 403-259-5585  
FAX: 403-777-7949  
Email: [LordBeaverbrook@cbe.ab.ca](mailto:LordBeaverbrook@cbe.ab.ca)  
Website: [www.cbe.ab.ca/b850/](http://www.cbe.ab.ca/b850/)



*Omni Pro Sua Parte*

“Everything to the Best of One’s Ability”

### CBE Mission

Each student, in keeping with his or her individual abilities and gifts, will complete high school with a foundation of learning necessary to thrive in life, work and continued learning.

### LBHS Core Values

- Respect
- Integrity
- Honesty
- Relationships
- Trust
- Happiness

### LBHS expectations for students

- Care for themselves.
- Care for others.
- Care for the school and school community.

### LBHS School Goals

- Increase student success.
- Increase high school completion.

### LBHS School Programs

- Regular program
- Advanced Placement
- Arts Centered Learning (for students Area IV and Area V)
- Mental Health program (The Class)
- Adapted Learning Program (ALP)
- International program/Dual credit/Off Campus Work Experience

Lord Beaverbrook High School

2016-2017

Period Schedule

Period	Monday	Tuesday	Wednesday	Thursday	Friday
J Block (7:22 – 8:50)	M (88 mins)	T (88 mins)	W (88 mins)	Th (88 mins)	F (64 mins)
1 (9:00 – 10:28)	1 (88 mins)	2 (88 mins)	1 (88 mins)	2 (88 mins)	1 (64 mins) 9:00 – 10:04
2 (10:32 – 12:00)	2 (88 mins)	1 (88 mins)	2 (88 mins)	1 (88 mins)	2 (64 mins) 10:08 – 11:12
Lunch 12:00 – 12:30 (Warning Bell 12:26)					Nutrition Break 11:12 – 11:49 (Warning Bell – 11:45)
3 (12:30 – 1:58)	3 (88 mins)	4 (88 mins)	3 (88 mins)	4 (88 mins)	3 (64 mins) 11:53 – 12:57
4 (2:02 – 3:30)	4 (88 mins)	3 (88 mins)	4 (88 mins)	3 (88 mins)	4 (64 mins) 1:01 – 2:05
K Block (3:30 – 4:58)	M (88 mins)	T (88 mins)	W (88 mins)	Th (88 mins)	F (64 mins) 2:15 – 3:19



## School Administration

Jim Simpson, Principal

Colin Haydu, Assistant Principal

David Sparrow, Assistant Principal

Amardeep Chana, Assistant Principal

Student Last Name - A - G, Knowledge and Employability

Student Last Name - H - O, Adapted Learning Program, Arts  
Centered Learning, The Class

Student Last Name - P - Z, Advanced Placement

## Guidance/Student Learning Services

Students are assigned to a counsellor alphabetically. Appointments are booked between the hours of 8:00 a.m. and 4:00 p.m. in the Guidance Office. Parents are invited to make appointments with counsellors by contacting the Guidance Administrative Assistant at (403) 259-5585 ext. 2410.

Counsellors assist students by providing information and counselling in the following areas:

Educational planning - course selection and graduation requirements; Career exploration; post-secondary planning; "life after high school"; scholarships, bursaries and awards; personal and social issues.

### Counsellors:

Ms. Alana Orchard

A - G

Ms. Jayne Nowicki

H - O Learning Leader, Complex Needs

Mr. Duane Arndt

P - Z Learning Leader, Scholarships

Student Services Secretary - Terry Schmidt ([tschmidt@cbe.ab.ca](mailto:tschmidt@cbe.ab.ca))

Career Practitioner: Jennifer Resch - ([jmresch@cbe.ab.ca](mailto:jmresch@cbe.ab.ca))

Instructional Support Worker: LaVerne Bramall ([ldbramall@cbe.ab.ca](mailto:ldbramall@cbe.ab.ca))

All in For Youth Success Coaches: Shauna O'Connor ([soconnor@bgcc.ab.ca](mailto:soconnor@bgcc.ab.ca)); Megan Grossett ([mgrossett@bgcc.ab.ca](mailto:mgrossett@bgcc.ab.ca))

First Nations Inuit Metis Graduation Coach: Kaitlin Khubyar ([klkhubyar@cbe.ab.ca](mailto:klkhubyar@cbe.ab.ca))

Knowledge and Employability students will be programmed by Ms. Jayne Nowicki, Learning Leader Complex Needs.

## School Resource Officer

The role of the Resource Officer is to provide guidance and act as a legal resource for teachers, students, parents/guardians and the community at large. Part of this role is to encourage communication and greater understanding among young people and the Calgary Police Service. The School Resource Office is Room 145.

## Procedures and Policies

### Lord Beaverbrook High School - Code of Conduct

#### The School Act of Alberta

##### Students - Section 12

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- a) be diligent in pursuing the student's studies;
- b) attend school regularly and punctually;
- c) cooperate fully with everyone authorized by the board to provide educational programs and other services;
- d) comply with the rules of the school;
- e) account to the student's teachers for the student's conduct;
- f) respect the rights of others;
- g) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- h) refrain from, report and not tolerate bullying or bullying behavior directed towards others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- i) positively contribute to the student's school and community.

#### CBE Administrative Regulations

CBE Administrative Regulations which guide student conduct and school response to situations in which a student's disruptive behaviour negatively affects the learning environment are as follows:

[CBE-AR6005-Student Code of Conduct](#)

[CBE-AR-6006-Progressive Student Discipline](#)

[CBE-AR-6007-Suspension and Expulsion](#)

#### Lord Beaverbrook High School

At Lord Beaverbrook students are expected to "respect the rights and property of others", in particular the right to learn, the right to feel safe and secure, and the right to personal property. Involvement in activities which do not uphold the code of conduct, duties and responsibilities, (including electronic forms of communication) may result in progressive disciplinary action. While it is impossible to outline exactly how the school will respond in each and every discipline situation, students who are involved with: fighting; uttering threats; intimidation; harassment, electronic harassment (messaging, email, photographs); bullying; weapons; use, possession of, distribution of or active contact with illicit drugs, alcohol or inhalants; involvement with or collection of money for any purpose, including gambling, illicit drugs, alcohol or inhalants in school or on school board property or in the context of any school-related activity, can anticipate an immediate response from school personnel or the School Resource Officer.

While the initial responsibility to resolve incidents rests with students, parents and teachers working in partnership, on occasion, student's disruptive behaviour may result in a referral to the office to meet with an Assistant Principal or the Principal. Disciplinary action may result in loss

of access to services and privileges around the school or on school or guest networks; requirement to meet with a teacher before or after school; a referral for counselling or recommendation to parents for intervention either within Lord Beaverbrook High School and/or external agencies; in-school suspension, suspension from school for a period of up to and including five days, or, suspension with a recommendation for expulsion to CBE Suspensions.

### Substance Use and Gambling Policy

The distribution of or active contact with illicit drugs, alcohol or inhalants, use of tobacco, tobacco related products (e.g. e-cigarettes, vapes, snuff, chewing tobacco), gambling and participation in games of chance for money or other items of value are prohibited, while on school property, at school events and on transportation to and from school.

### School Dress Code

As part of the expectation of courtesy and respect, all students are required to adhere to reasonable and respectable standards in dressing and grooming for a focussed working and learning environment. Clothing needs to facilitate comfortable interaction within the school community. Students should be sensitive to the values and expectations of the community and should strive to offend no one by their attire. Dress should be modest, appropriate for the school setting and conducive to a safe environment. Clothing deemed to be inappropriate may include: Clothing that does not cover underwear; Skirts/dresses/shorts shorter than mid-thigh (shirts, tops, dresses must have shoulder straps); Shirts, tops, dresses without shoulder straps; Shirts/tops not long enough to cover navel; low cut fronts; Messages that display or promote the following are unacceptable: discrimination, hatred or violence, profanity or obscene gestures, the use of alcohol or drugs, or gang affiliations.

### Independent Students

Age 18 is the legal age of majority in Alberta, which affects the rights of parents of students who reach majority to receive certain information from the Calgary Board of Education (CBE) and CBE schools concerning that student. When a student reaches majority, he becomes an 'Independent Student' under the School Act. The Freedom of Information and Protection of Privacy Act (FOIP Act) of Alberta prevents the CBE from disclosing personal information concerning an Independent Student to any persons (other than that individual), including to the parent, unless the individual consents in writing. Without such written consent being received by the CBE from the Independent Student, CBE is not able to share personal information with the parent concerning the Independent Student. Such information includes, but is not limited to attendance records, parent/teacher conferences, field trips, suspensions, report cards and similar matters. The required consent form is available from the Guidance Office.

### Change of Personal Information

Please ensure the school has current contact information for reaching a parent or guardian during the school day. This is important in case of student injury or illness during the day. You may reach the main office at 403-259-5585.

## Academic Policies

### Course Load—Spares

Grade 10 students must maintain a full course load (8 courses) achieving at least 40 credits; no spares.

Grade 11 students must register for and maintain a course load of at least 7 courses that would have the student achieving at least 35 credits. Students may have one full course spare during the full year.

Grade 12 students must register for and maintain a course load of at least 7 courses that would have the student achieving at least 35 credits. Students may have one full course spare during the full year. Only in specific circumstances may it be considered that a student be granted two full course spares, one in each semester. Requests would be considered on an individual basis, and reviewed by both Guidance and School Administration. Students in receipt of two full course spares must meet the following criteria: no issues related to school attendance; meeting stated expectation in the LBHS school code of conduct; proven record of student achievement; course load that will result in the student graduating with course credits significantly higher than a minimum of 100 credits.

Students who have a spare period in their timetable are not to interrupt classes in session. They must be in the Learning Commons for quiet work, in the student cafeteria, or leave the building.

### Repeating Courses

Students who fail a course will not be permitted to repeat the same course within that academic year. Failing a course more than once may result in the school directing the student to an alternate method of course delivery or program. Students are not permitted to enroll in a course for a third time at LBHS. Grade 12 students will be enrolled in grade 10 courses only in special circumstances (ELL; The Class).

### Course Changes

Student timetables are created based on individual student course requests and high school diploma requirements. Students are expected to do the work required to be successful in each course and to attend their scheduled courses daily. Course change dates will be adhered to each semester. Course changes will not be considered after the course change date except under unusual circumstances via a conversation with counsellor, Assistant Principal, teacher, and Learning Leader. Parents/Guardians, and students will be consulted. Recommendations for course sequence are made by teachers based on the learning needs of the student and the desire for student success. If a course recommendation is not followed, there will be limited opportunity to accommodate course change.

### Course Withdrawals

Course withdrawals will not be considered after the published course withdrawal deadline each semester. Students requesting withdrawal from a course must first meet with their counsellor to discuss the suitability of the request and to begin the appropriate process. In exceptional circumstances, it may be agreed between the Student, Teacher, Learning Leader, Parent, Counsellor and Assistant Principal after the published course withdrawal deadline that it would be appropriate for the student to be withdrawn from the course. Students are expected to attend the class until approval for the withdrawal has been granted via the process outlined above. Grade ten students are not allowed to drop courses, except in exceptional circumstances. If a student's course load drops below minimum course enrollment, they may be removed from

enrollment at LBHS for that semester. Course withdrawal dates will be adhered to each semester.

### Course Challenges, Course Waivers

Course challenges and course waivers can be approved only through the Principal. This process is established by the Guide to Education. There are courses excluded from the challenge and waiver process. Along with portfolio evidence from the student, a consultation process including the Principal, Student, Parents, Counsellor, and Teacher is held to determine the student's readiness. Students who are approved for a course challenge or course waiver are formally assessed by a certificated teacher, with expertise in the course, on the knowledge, skills, and attitudes of the learning outcomes of the Program of Studies for the course. For more information, see Guidance-Student Learning Services.

### Course Transfer Points

Course transfer points between course sequences are set by Alberta Education (Guide to Education). When considering course transfers between course sequences, students should seek the support of their Guidance Counsellor. Decisions to transfer between course sequences are made collaboratively between the student, parent, guardian, Guidance Counsellor and potentially Learning Leader or Assistant Principal.

### Passing Marks

50% is the minimum passing mark that entitles a student to move into the next course in that sequence.

While a final mark of 50% entitles a student to move into the next course in that sequence, doing so may not lead to student success. Teacher recommendations may differ from this and should be informed by review of:

1. Attendance - regular or irregular pattern of attendance
2. Assignments – achievement, quality and rate of completion
3. Assessments of and for learning
4. Writing - quality
5. Meeting stated expectations in LBHS School Code of Conduct.

Student transfers to alternate course sequences must align with approved course transfer points and policy as found in the Guide to Education.

### Grade 12 ELA/Social Studies - Diploma Course Sequence Changes

Early in the semester, teachers will have communication with families in relation to their course sequence recommendation. Alberta Education gives a date each semester by which all course sequence changes (i.e. ELA 30-1 to 30-2, Social Studies 30-1 to 30-2) must be completed. This published date will go home to families via a letter through ELA and Social Studies classes. Any course sequence changes after the published date will be confirmed with the Learning Leader, and Assistant Principal.

### CTS

In all CTS courses, students must complete all 5 credits in order to move to the next course level (10 to 20, 20 to 30). An exception may be made for students with 4 out of 5 credits in consultation with the Learning Leader and at the discretion of the receiving teacher as well as the preceding course teacher. The 10 level course is a pre-requisite for the 20 level course. The 20 level course is a pre-requisite for the 30 level course.



## Plagiarism

At Lord Beaverbrook High School, students are expected to be honest and ethically responsible citizens. Plagiarism is the presentation of another person's ideas or work as one's own without acknowledging the source of the material. This is intellectual theft and it is a serious offense. Plagiarised assignments will be recorded as a zero grade. Parents or guardians will be notified. For examples of how to properly cite materials, please visit with website below: <https://owl.english.purdue.edu/owl/resource/560/01/>

## Scholarships

There are numerous scholarships, bursaries and awards available to students based on academic achievement, citizenship and/or financial need. A scholarship bulletin that lists available scholarships is published monthly in Guidance, is posted on the Guidance Scholarship Board, and is available on our website. Most scholarships are applied for in the Grade 12 year, however, grade 10 and 11 students should plan ahead for their graduating year. Alexander Rutherford Scholarships are available to Grade 12 students pursuing post-secondary programs. See the LBHS website or [www.alis.alberta.ca/scholarships](http://www.alis.alberta.ca/scholarships) for details as to which courses can be used to qualify for this scholarship.

## Participation in the Graduation Ceremony/Banquet

Participation in Graduation Ceremonies requires students to: meet the Alberta Education requirements for a High School Diploma or Certificate of High School Achievement; be a student in good standing according to the school's code of conduct; pay the required graduation fee. Individual cases will be considered on their own merits. A date will be established each school year for the purpose of posting the graduating list. The graduation list will be posted approximately three weeks prior to the graduation ceremony. Students not meeting expectations for participation in the graduation ceremony will be permitted to attend the graduation banquet at the discretion of Administration.

## Fourth Year Applications

Students are expected to complete high school within three years. On occasion fourth year applications are received and considered. Fourth year applications should be discussed with the Guidance Counselor, Complex Needs Learning Leader, ELL/International Learning Leader, Assistant Principal, and will be accepted or denied by the Principal. The decision to approve or deny a fourth year application is guided by CBE Administrative Regulation 6093—Fourth Year of High School. <http://www.cbe.ab.ca/GovernancePolicies/AR6093.pdf>

## Tutorial Support

All teachers will offer a minimum of two tutorial sessions per week. Tutorial times will be posted in the classroom and communicated to students, parents, guardians in the Course Outline. Tutorials may also be offered to students by appointment.

## Final Examinations

Students may not enter or leave the examination room without the consent of the supervising teacher(s).

Students will be seated in alphabetical order in all examinations.

Students must show picture ID to write their examinations.

Students who arrive more than one hour after the examination has started will not be allowed to write the examination. Students who arrive late but within the first hour of exam start time *may*

be allowed to write at the discretion of the Assistant Principal responsible for Examinations or the Principal.

Students must write a Final Examination within the specified time and may not hand in the examination paper until at least one hour of the examination time has elapsed.

Students must not wear hats, gloves, hoodies or outerwear such as jackets, coats, and bulky boots during an examination. Students who refuse to take off these items will be removed from the examination room and receive a mark of zero (0) for the examination. All bags and backpacks should be left at home and will not be allowed into the exam rooms. Clear bottles of water with the label removed are permitted.

Cell phones or other electronic devices such as digital music players, watches, and iPods, are not permitted in the examination room. Students are to leave these devices at home. If the supervising teacher(s) finds the student in possession of these items while writing the examination, the electronic device will be confiscated. The student will continue to write the examination to completion. The incident will then be reported to school administration and Alberta Education. Instances where this has occurred have frequently resulted in the student receiving an official mark of zero (0) for the examination.

Calculators required for mathematics and science exams will be cleared upon entrance to and exit from the exam as per Alberta Education policy. The covers of the calculators will be removed and placed on the floor below the examination desk.

Any breaches of examination security may result in the individuals involved receiving a mark of zero (0) for the examination. Alberta Education monitors all of the Diploma Examination results closely to disclose student cheating.

Students, who do not write a Final Examination at the scheduled time and who do not receive an exemption, will have the option of receiving a mark of zero (0) for their examination or, with Principal approval, writing the final examination at the next scheduled Final Examination period. The mark of zero (0) remains until the student writes the subsequent exam.

The main office will not be available for storage or supervision of student belongings during exams. Lockers and locks will be available for student use. Upon completion of each exam, students are expected to leave the building or wait in the student cafeteria in order to be respectful to students still writing their exam.

## EXEMPTIONS FROM FINAL EXAMS

The information presented below is consistent with Alberta Education policy.

Final Examination exemptions may be considered for the following reasons: Acute medical illness; Bereavement; Severe inclement weather preventing access to the school; Subpoena to attend court; School or community emergency or crisis; Surgery; Other unavoidable circumstances - case by case determination;

Consistent with Alberta Education policy for Diploma Examinations, Final Examination exemptions will *not* be granted for students who are on vacation, attending a wedding or family event, or on an organized tour. In case of an exemption request, an official *Request for Exemption from Writing Final Examinations* form is to be completed by the student and parent or guardian and returned as soon as possible to the main office in addition to related

documentation. This includes *Physician Confirmation of Acute Medical Condition*. Authorization for exemptions will be made by the Assistant Principal responsible for examinations for Non-diploma exams and submitted to Alberta Education for authorization in the case of Diploma Exams. Teachers will not make individual arrangements with students and parents to write final exams. In cases where non-diploma exam exemptions are awarded, the class mark will comprise 100% of the grade.

## LBHS Attendance Policy-2016-17

At Lord Beaverbrook High School we believe that regular and punctual attendance is essential to student success in High School. The following will guide actions taken to address student-attendance at school.

Students coming late to class or who choose to “skip classes” lose valuable context and learning time and interfere with the learning of their classmates. Our desire at LBHS is to promote the best conditions for learning and teaching and to foster habits that prepare students for life outside of high school. It is expected that all students be in class prepared to begin work at the beginning of the class (i.e. when the bell rings).

Students leaving the building during class time for an appointment, etc. are required to sign out in the Main Office. Parents of students under the age of 18 are expected to phone in prior to the student leaving to excuse and explain these absences (contact: 403-259-5585).

# of Un-Excused Absences	Action	Who
3	Teacher-student conversation Contact with parent/guardian	Teacher Teacher
5	Teacher email Guidance referral  Guidance-student conversation Contact with parent, guardian  Guidance inform Assistant Principal	Teacher/Guidance
7	Teacher formal referral to Assistant Principal  Assistant Principal-student conversation/contact parent, guardian Attendance Improvement Plan begun	Teacher  Assistant Principal
10	Parent meeting with Assistant Principal  Attendance Improvement Plan reviewed, updated  Two week follow up	Assistant Principal  Assistant Principal  Assistant Principal

13	Review and discussion of student, school program options	Assistant Principal
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An **Extended Absence Form** must be completed and submitted by the student to the Assistant Principal for absences of **three or more consecutive days**. These forms are available from the Main Office or website and must be submitted **before** the absence occurs.

Parent(s)/Guardian(s) are expected to contact the school attendance line and report the absence if a student is unable to attend any portion of the school day. Students are responsible for work missed during an absence (excused or unexcused).

If a student brings a parent note to explain the absence, it must be shown to classroom teachers and then submitted to the Main Office for recording in the attendance data-base. Students are responsible for obtaining and completing all missed work related to any absence.

## School Information

### ID Policy

All students are required to carry their ID cards at all times while in the school and on school property. They must be able to produce or show their ID card to any staff member or School Resource Officer upon request. Students who forget or lose their ID card will be required to purchase a replacement ID for \$5.00 from the Learning Commons.

### Elevator Keys

Temporary access to the elevator is permitted for students due to injury, surgery, etc. A security deposit of \$20 is required and will be returned to the student when the key is returned to the Main Office. Keys will not be given out without the security deposit.

### Learning Centre Support

The Learning Centre is for ANY student who needs extra academic help; it is not exclusively for coded students. The Learning Centre can be accessed to support students with work completion, a quiet space to work, a time out from class, extra adult support, and access to assistive technologies. The Learning Centre is not a test centre but will provide exam support to students who require access to assistive technologies as per their Individual Program Plan (IPP).

### Learning Commons

The Lord Beaverbrook Learning Commons is open from 8:15 am to 4:00 pm (8:30 a.m.-2:15 p.m. on Fridays) for student research, reading and quiet study. Students may bring water bottles to all areas. Food and drink is acceptable in the East Courtyard/Learning Commons away from computers/technology as long as students are respectful and tidy up their area, using recycling and garbage bins. Students must carry their ID cards at all times for identification and loans.

### Visitors to LBHS

During normal operating hours (8:00 a.m.-4:00 p.m.), Lord Beaverbrook High School is a closed campus. All visitors or guests must report directly to the main office. Individuals found on school property who do not have legitimate business with the school and who have not registered in the main office may be charged with trespassing while on school property.

### Transportation

Calgary Transit System (CTS) provides bus service for senior high students, along with Southland Transportation providing bus service for special programs. The school code of conduct applies to students as they travel to and from school on CTS or Yellow Charter Bus transportation. In situations where unsafe or disruptive behavior is observed and/or reported, CTS or Yellow Charter Bus privileges may be revoked or temporarily suspended for individuals found most responsible.

### Business Manager

For information on fees, lost textbooks, locker inquiries, and other business matters, see Mr. Slot in the Business Office. Fee information and fee waiver forms are available on the CBE website at [www.cbe.ab.ca](http://www.cbe.ab.ca)

### School Fees

Student fees are due IN FULL by September 16, 2016. Please see Mr. Slot in the Business Office to make other arrangements if necessary prior to this date. The only exceptions to the regular Fee Schedule are Grade 12's taking one semester. These students pay one half of the ISM fee and the full amount for any other fees.

Uniforms are required in Culinary Arts, Cosmetology, Automotives, Metal Tech and Building Construction. The purchase of special items of clothing by students registered in these courses is required. Students who use materials to create projects for personal use will be charged the cost of materials. Student parking fee is \$40.00 per year collected after September 12. Second semester only parking fee is \$20.00.

### Student Parking

Students park in the WEST parking lot only. The first row of the WEST lot (closest to school) is reserved for staff use only. The EAST parking lot is reserved for staff. There is no parking available on the north side of the building. All vehicles must display their parking permit on their rear-view mirror while on school property. Cars may be ticketed by Calgary Parking Authority if no permit is displayed.

Students are not permitted in the student parking lot or in vehicles at lunchtime or on spare periods.

### Lockers

Students will receive a locker the first day of school through their Homeroom teacher. Students are responsible for the proper care of the locker and lock and may be held responsible for damages. Students are strongly encouraged not to leave items of value in their lockers and not to give their lock combination to anyone else. Students are responsible for loss of personal items. Students are not to share lockers or lock combination with other students. Administration may investigate and search lockers as required, without prior notice. Please see Mr. Slot in the Business Office for locker issues after initial locker distribution in Homerooms.

## Electronic Networkable Devices and Network Acceptable Use Policy

### Personal Devices

*I will use my Personal Mobile Device at school in a way that is respectful of others.* Personal Mobile Devices users can take these steps to avoid interfering with learning and offending others.

### Suggestions for proper etiquette in the classroom:

When in class, silence your phone and let calls/text messages go to voicemail to avoid a disruption. In most instances, turning your phone off may be the best solution. Use your personal device to appropriately support your learning through sharing resources, research.

Be discrete when listening to music. As with iPods/MP3, adjust the volume based on honouring the learning of others.

### Outside the classroom:

No cell phones in the office, theater or other designated quiet places. People are trying to study or work. Keep your voice down and talk normally. Be polite!

Be aware of your surroundings. Outside of the classroom, keep it private. Don't annoy people with your ring tone, keep the volume down or more importantly set your cell phone on vibrate. Stay away from ring tones that people might find offensive or annoying.

### Access and Responsibility

Electronic networkable devices and network access require teacher permission and supervision. Printing student work is allowed with staff permission. Students are not able to print from personal devices. All students are eligible to receive an account. User names and domain are @educbe.ca. By utilizing the school's computers and/or the wireless network, the following agreement is accepted.

As with any personal belongings that a student brings to school, the school cannot be held responsible for personal electronic devices that are lost, stolen, or damaged.

Digital Citizenship requires having the knowledge, skills and attitudes needed to demonstrate responsible and respectful behaviour when using technology (including personal devices) or participating in digital environments. Digital Citizenship goes beyond email and social networking etiquette and avoiding plagiarism to encompass all elements of digital engagement, in particular, protecting private information, staying safe online, and knowing how to deal with bullying in the digital world, whether you're a target or a bystander.

Please be respectful of the technology and the learning of others. If using school peripherals on a personal device, kindly return it to its original state and where it belongs. Please report vandalism, graffiti and theft if you see it occurring. Be as respectful of the equipment as if it were your own. Permission to have food and drink at computer stations is granted solely at the teacher's discretion. If your teacher allows you the privilege of eating at the computer, then please be respectful of the next user by recycling your containers and removing wrappers and leftovers from the area. In the same vein, if the previous user has not been respectful, then please assist the school community by cleaning your area as the opportunity arises. Your fellow students will appreciate your consideration.

## Acceptable Use of Electronic Information Resources

The privilege to use CBE devices, networks, or personal devices on the CBE Network, is dependent on the level of responsibility shown by individual students. It is our intent to have all students access these tools for learning on an on-going basis. The following acts and prohibited sites constitute inappropriate use and may endanger students, and/or possibly damage the network, hardware, and/or software

Prohibited acts include:

- Accessing school network using a student device.
- Use of someone else's CBE account or access to network.
- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking another person or their reputation.
- Trespassing in other people's folders, work or files.
- Accessing, posting, sending or downloading of inappropriate material.
- Assuming the identity of another person to gain information.
- Viewing web pages through a proxy server.
- In any way moving, opening hardware or computer accessories.
- Any attempt and/or threats to harm a person.
- Plagiarism of online content.
- Posting, publishing, circulating or distributing personal information about oneself or others without the supervision and consent of a staff member.
- Sharing of usernames and passwords for other people to use.
- Use of technology or the network to access sites/software not approved by staff.

Each issue related to inappropriate use is dealt with on an individual basis and breach of policy may result in: loss of computer/personal electronic devices and/or network access privileges; School based disciplinary consequences as per posted user agreement, including suspension; removal of material from all student drives; Police intervention and/or legal action.

### Vandalism

Any computer vandalism requires administration and parent involvement. Cost of replacement and/or labour and parts to repair the technology may be charged to the student along with additional school consequences.

### Network Monitoring

Students and parents should be aware that the CBE maintains electronic logs of computer activities to ensure the safety of students and to protect the learning environment. All CBE network accounts are subject to reasonable search. Users of the CBE network are not anonymous. Be aware that CBE computers and drives have monitoring software enabled. This allows school staff to monitor use.