



Creating Excellent Learning Environments in 21st Century Classrooms

🌀 Digital Tools in a 21st Century Classroom

During recent years there have been many advances with the use of technology in our society. Throughout Wolf Creek Public Schools, we have been closely working with all of our school-based staff and division-based staff to ensure they have a better understanding of how technology plays an important and pivotal role in our school division vision of “Success For All Learners”. Our schools in Wolf Creek have been active in developing their own digital citizenship plans designed to teach students about becoming responsible citizens in an ever increasing digital society. As a district, we have extended information around digital citizenship to our staff to increase their skills and understanding in this area. As these digital tools and the Internet continuously grow and change, we must also ensure we are prepared for these changes in our various areas of responsibility as staff members.

🌀 Developing Responsible Digital Citizens

Teaching students about how to function safely and appropriately with these new digital tools is an ongoing process and must be a partnership involving both the school and the home. To assist with this endeavor, Wolf Creek has many resources for students, teachers and parents posted on a Digital Citizenship website that is linked from our main website at www.wolfcreek.ab.ca. Several of our schools have also started to provide valuable information on this topic within their newsletters and/or via their website for students and parents. By gathering information about various technology tools and building understanding of how online actions have offline consequences; we believe all of us can be well equipped to deal with the ever changing digital world.

🌀 Leveraging Digital Tools in Powerful Learning Environments

Throughout the learning journey and our district-based service to stakeholders, staff members will be utilizing a variety of online tools in their respective work. As staff members, topics around digital privacy, safety and appropriate use should be regular considerations in our daily interactions with digital technologies. We recognize that many of our students are online well before kindergarten; however we still recognize our duty of care as staff members when we introduce and use these digital resources within the context of the classroom. It is also critical that we adequately prepare our students to live and work in a digitally-rich society where these online tools are readily accessed on a regular basis. Regardless of which school or district position any of our staff work within, our individual roles will involve elements of technology use. Therefore, appropriate understanding around a Code of Conduct is necessary for both online and offline interactions and behaviours.

🌀 Ensuring Stakeholders Remain Informed / Code of Conduct Form

As staff members we are diligent about ensuring the parents and guardians of our students are also well informed in how we leverage technology in purposeful and powerful ways within Wolf Creek. Communication tools such as our division website, local school websites, school newsletters, school council meetings, teacher communications and other information letters serve as ongoing awareness tools to assist parents in understanding more about how digital tools are used in the 21st century classroom. The attached **Wolf Creek Code of Conduct** is designed to ensure that all staff members and substitute teachers understand the expectations around their offline and online behaviours. Please review this Code of Conduct and return the signed page back to the school or division-based department that you are presently assigned to work within.

If you have questions about the use of digital tools within your work assignment, please contact your school principal or immediate supervisor to discuss these questions. **We look forward to an exciting year ahead as we prepare our students to be successful 21st century learners.**

Wolf Creek Public Schools - Code of Conduct Staff Members and Substitute Teachers

Statement of Purpose

Wolf Creek Public Schools promotes responsible citizenship, respect, inclusive behaviors and academic excellence in welcoming, safe, caring, and respect filled environments.

All students, parents, administrators, teachers, substitute teachers, staff, volunteers and other members our school communities have the right to **be safe** and **feel safe** in our workspaces and while participating in experiences connected to our school communities. With this right comes the responsibility to demonstrate responsible citizenship and actively contribute to ensuring our schools and other workspaces remain welcoming, safe, caring, respectful and orderly environments.

It is our expectations that anyone accessing or interacting with any individual within our publicly funded education system would use these conduct expectations as their guide for interacting in a welcoming, safe, inclusive, and respect filled manner.

As teachers and leaders in Wolf Creek Public Schools we firmly believe in using modern digital tools of literacy to enhance the learning experiences for students. To this end, we encourage increased access to technology in the form of digital resources and internet access through district provided hardware as well as student owned digital devices. Students are welcome and encouraged to bring their own personal digital device into the learning environment and use it appropriately and as directed by educational professionals in their learning journey.

Introduction and Applicability

The **Wolf Creek Public Schools' Code of Conduct** articulates clear conduct standards and expectations for behavior for **all students, staff and** volunteers (referred to as “members” in this document) within each of our school communities. Staff and students are considered members of Wolf Creek Public Schools and are referred to as members within this document.

The Code of Conduct with supports the ongoing district goal of “Success for All Learners” is not limited to the physical facilities of our offices, schools, and other workspaces. We **do not** believe that citizenship in the digital and non-digital realms are fundamentally different. The conduct standards and expectations herein apply to all members whether they are involved in authorized educational activities or events within school division property, on school buses, or within events occurring away from any premises or facility outside of **Wolf Creek**.

All members of our organization and school communities are responsible for supporting and modeling the expectations established in this Code of Conduct.

Alignment With Other Legal Guidelines

Wolf Creek Public Schools expects its staff, students, parents and volunteers to work together through

respectful interpersonal interactions in order to advance our vision of “Success for All Learners”. We recognize that the members of our school communities enjoy fundamental rights guaranteed by the **Canadian Charter of Rights and Freedoms**). In recognition of this fact, Wolf Creek Public Schools strives to maintain an environment where conflict and differences can be addressed with respect and civility.

As an organization we align our beliefs, values, and behaviours with the **Alberta Human Rights Act**. Our Code of Conduct also reflects expectations outlined in Alberta’s **Education Act, Alberta Education policies**, and **Ministerial directives**. All members of our organization and school communities will abide by the expectations in regards to ensuring discrimination is absent from our work and learning spaces in accordance with The **Canadian Charter of Rights and Freedoms** and the **Alberta Human Rights Act**.

Expectations for Responsible Actions and Behaviour

The following expectations are applicable to all members of Wolf Creek Public Schools. Once the Wolf Creek Code of Conduct is signed, it is applicable for the entire duration of the member’s enrollment or employment in Wolf Creek. All members are to be treated with respect and dignity and are expected to contribute to a welcoming, safe, caring, and respect filled work and learning environment for all.

As a learning organization we recognize the powerful role that digital technologies offer to education in support and advancement of our mission and vision of Success for All Learners. We recognize that digital technologies such as internet access, network infrastructure, wireless connectivity, social media spaces, mobile devices, and other forms of emerging technology increasingly play a pivotal role in the learning and work our people do in **Wolf Creek**. As such, all members have the responsibility to utilize the technologies **Wolf Creek Public Schools** supports and provides for communication, collaboration, innovation, and the sharing of information and best practices. Members will purposefully and responsibly engage with these technology resources in support of Wolf Creek’s vision for learning and supporting excellent learning and working environments for all.

All members know and understand their responsibilities in keeping the passwords they are provided to access various technologies in Wolf Creek both secure and private. Staff members understand that their access to digital technologies presents access to various secure digital technologies that students should not have access to. Students understand that they will not share their password credentials with other students, or individuals, other than their parents or authorized **Wolf Creek** staff.

All members understand that the district technology services provided are wholly owned by Wolf Creek Public Schools. Wolf Creek reserves the right to review any material on user Wolfnet or WolfApps email or storage accounts and to monitor file server space in order to make determinations on whether specific uses of the network are acceptable.

All members understand the importance of treating school division property and the property of others with respect. This also includes, but is not limited to, properties such as devices, streaming media resources, social media spaces, data storage areas, websites, our network and wireless services, and our bandwidth.

All members recognize that technology with Wolf Creek Public Schools is available for communication, collaboration, innovation, and the sharing of information and best practices in support of learning opportunities. All members will conduct themselves as an ethical and responsible citizen both online and offline.

As such, **Wolf Creek Public Schools** believes that responsible citizenship is a critical consideration within our school communities' digital presence as well. Our **Code of Conduct** also communicates expectations concerning online and digital behaviours which affects the safe, secure, orderly, and respectful learning and working environment of our organization. Interactions that take place in digital and other media spaces such as on websites, on blogs", in social media comments, text messages, or through other emerging technologies are covered by the expectations within this Code of Conduct.

Acceptable Conduct for Wolf Creek Public Schools

The following statements in regards to acceptable conduct for members of the **Wolf Creek Public Schools** organization and school communities is not an exhaustive or comprehensive list of expected or prohibited behaviors. It is intended instead that the following statements serve as a framework for understanding about what is expected from the people within and connected to **Wolf Creek** in terms of maintaining a safe, caring, and respect filled work and learning environment.

All members of Wolf Creek understand and are familiar with digital citizenship expectations in accessing digital resources. These citizenship expectations are regularly practiced, referenced and adhered to by all members of Wolf Creek. If any member encounters inappropriate digital materials or unauthorized access to digital material, it is the member's responsibility not to initiate further access to such material and to cease current access to such material immediately upon discovery. Inappropriate access or access to inappropriate digital materials must be reported to the member's supervisor or school Principal and subsequently reported to Technology Services. All members also understand that **Wolf Creek Public Schools** does not control material on the Internet or personally-owned member devices and that despite the district's technical measures they are unable to completely control the content of data that a user may discover or encounter through use of the Internet or another member's personally-owned device.

It is also acknowledged that while there is a common base level of conduct expectations for everyone within our school communities, there exists a rising and progressive set of expectations in regards to conduct for students as they become more mature. In addition, individuals who hold different responsibilities and roles within our organization would also be expected to understand this progressive set of expectations for conduct.

As a Wolf Creek Student:

- I will be responsible for my own personal choices.
- I will respect others' uniqueness as well as their ideas and opinions.
- I will treat everyone in a manner consistent with encouraging a safe, caring, and respect filled learning and work environment.
- I will not tolerate bullying of any kind or in any format, online or offline, and will report bullying behavior when I have knowledge of it.
- I will respect my school and the Division's rules and expectations and work cooperatively with others to abide by these rules and expectations.
- I will not share my assigned passwords for technology resources with another student.
- I recognize district provided email and district provided digital storage areas may be accessed as required by my school principal, the Superintendent (or designate) and are not private and are subject to investigation by local law enforcement when applicable.
- I will be an active participant in my own learning.
- I will cooperate with my teachers, school and Division staff, and other members of my school community in order ensure that my actions in all activities or interactions promote "Success for All Learners" within a safe, caring, and respect filled environment.

- I understand that I am responsible for and accountable for my behavior and choices whether these occur on school property, on buses, at school sponsored events, or through technologies such as social media, text messages, blog posts, websites, or other emerging means of communication and expression.
- I understand that I am responsible for and accountable for my behaviour and choices outside of school property or school hours if or when those behaviours and choices have a negative impact on other staff or students from Wolf Creek Public Schools.
- As a student, I understand that I will be required to operate with the responsibilities of the student as outlined in the Alberta School Act ([source link](#))
- Should I choose to bring my own personal digital device into the learning environment, I acknowledge element of risk to personal property that may occur. I further recognize that Wolf Creek Public Schools will not accept responsibility for loss of any personal digital device due to theft or damage. As a learner and a developing citizen, I am responsible to keep my device safe and secure.
- I will follow any school-based policy or guideline listed in the school handbook that outlines expectations regarding my role as a student.

In essence:

I will respect myself.

I will respect others.

I will conduct myself as a responsible and ethical citizen both online and offline.

I will follow school expectations around my role as learner.

I will keep my passwords private.

I will not tolerate bullying in any form.

I will be an active participant in my learning.

Staff Member Expectations:

Specific expectations and standards within the Code of Conduct apply to staff members. These are highlighted below in an effort to ensure all staff understand and acknowledge these as employees of Wolf Creek Public Schools. In addition to general expectations, specific standards are also mentioned for specific roles within the organization.

As a Wolf Creek Staff Member

- I will ensure staffs, students, volunteers and parents that I work with are treated with courtesy and respect.
- I will keep the passwords for the technologies I am provided access to in **Wolf Creek** secure and private. I will not share these with anyone, other than authorized **Wolf Creek** staff, and will work with my staff, students, and the school community to understand why this security measure is **critical** in today's work and learning environments.
- I am aware of Wolf Creek's **Social Media Guidelines** document ([source link](#)) which highlights expectations of Wolf Creek **Administrative Procedure 141** ([source link](#)).
- I recognize district provided email and district provided digital storage areas may be accessed as required by the Superintendent (or designate) and are not private and are subject to investigation by local law enforcement when applicable.
- I will use technology for communication, collaboration, innovation, and the sharing of information and best practices in support of learning, professional development, leadership, and

management. I conduct myself as an ethical and responsible citizen both online and offline and help my school community understand digital citizenship.

- I understand the need to treat school division property with respect as a finite resource. This includes physical resources as well as digital properties such as streaming media resources, social media spaces, data storage areas, websites, our network and wireless services, and our bandwidth.
- I will work with my school community to understand how to responsibly interact with and leverage the resources, core tools and services in **Wolf Creek**.
- I will conduct myself in accordance with the expectation for employees in **Wolf Creek** in all activities or interactions which are connected to or may have an impact on the safe, caring, and respect filled environment necessary to promote **Wolf Creek's** vision of "Success for All Learners".
- I understand that I am responsible for and accountable for my behavior and choices whether these occur in a school, at work, at school division sponsored events, or through modern digital technologies such as social media, text messages, blog posts, websites, or other emerging means of communication and expression.
- I will actively support my organization in its efforts to build and promote a safe, caring, and respect filled learning and working environment by making myself familiar with **Wolf Creek's Code of Conduct** and other relevant policies.
- I recognize that as an employee of a publicly funded education system I am expected to approach my position and organization and carry out my duties in a manner consistent with what is expected of a responsible citizen.
- I recognize that as an employee of a publicly funded education system I may be held accountable for my choices and behavior (even those occurring outside of the work environment or day) should those choices impact the organization in a negative manner or interfere with the safe, caring, and respect filled learning and working environment in **Wolf Creek**.

As a Wolf Creek Division Office Leader or School Administrator

- I will ensure that measures within my school or department are taken to create and maintain a safe, caring and respect filled learning and working environment consistent with the Education Act, The Human Rights Act, and relevant Ministry and School Division policies.
- I will take responsibility for ensuring that these measures are regularly communicated throughout the school communities or school division department(s) at specific intervals such as the start of every school year and when reinforcement is necessary throughout the school year.
- I will take responsibility for ensuring that the expectations of the Code of Conduct are made aware to and followed by any volunteers working within the school community.
- I will provide constructive and appropriate leadership to my school communities or departments at all times.
- I will model and be held accountable for the highest standards of legal, ethical and responsible behavior consistent with expectations articulated in the Code of Professional Conduct, **Wolf Creek's Code of Conduct** and other relevant policies or community standards.
- I recognize that I am a leader and a role model and will approach my position in my organization and school communities with this in mind.

As a Certified Alberta Teacher:

- Under the leadership of my principal and other Division leaders, I will model and be held accountable for a high standard of ethical and responsible behavior in accordance with the ATA Code of Professional Conduct, **Wolf Creek's Code of Conduct** and other relevant policies or community standards.

- I will help students develop their full potential and guide them towards participating appropriately in a safe, caring, and respect filled learning and work environment for all.
- I will communicate meaningfully and regularly with parents and educational stakeholders.
- I will recognize the unique needs of every student and be inclusive in my practices and behavior as I work with students as active participants in their own learning.
- I recognize my role in preparing students for the full responsibilities of citizenship.
- I recognize that I am a leader and a role model to those around me and will approach my position in my organization and school community with this in mind.

As a Support Staff Member:

- Under the leadership of my department supervisor, principal, teachers and other Division leaders, I will model and be held accountable for a high standard of ethical and responsible behavior in accordance with, **Wolf Creek's Code of Conduct** and other relevant policies or community standards.
- I will help students develop their full potential and guide them towards participating appropriately in a safe, caring, and respect filled learning and work environment for all.
- I will communicate meaningfully and regularly with my supervisors and leaders.
- I will recognize the unique needs of every learner and when appropriate, be inclusive in my practices and behavior as I work within my area of responsibilities with staff and students.
- I will work diligently in my role to assist the Division in preparing students for the full responsibilities of citizenship.
- I recognize that I am a leader and a role model to those around me and will approach my position in my organization and school community with this in mind.

Unacceptable Conduct - Consequences and Supports

Unfortunately from time to time, there may be consequences that are required when the Code of Conduct is not adhered to.

Wolf Creek Public Schools recognizes that our responses to behaviours that are contrary to our **Code of Conduct** and the range of interventions, supports, and consequences supported by our organization and all of our schools must be clear and developmentally appropriate. There must also be learning opportunities for both staff and students in order to reinforce positive behaviors and help all members make positive choices which support a safe, caring, and respect filled learning and work environment for all.

For Students: Wolf Creek Public Schools supports the use of positive inclusive practices such as:

- program modifications or accommodations;
- class placement;
- positive encouragement and reinforcement;
- individual, peer, and group counselling;
- conflict resolution;
- mentorship programs;
- anti-bullying and violence prevention programs;
- school, Division, and community support programs.

Wolf Creek Public Schools also recognizes that, in some circumstances, positive interventions and practices might not be sufficient or an effective means of addressing inappropriate student behavior. In

circumstances where a student will face a consequence for his/her behaviour, the principles of progressive and restorative discipline shall be applied. Progressive and restorative discipline measures may include but are not restricted to:

- meeting with the student's parent/guardian;
- withdrawal of privileges;
- detention;
- restitution for damages;
- peer mediation;
- restorative justice practices;
- suspension;
- and in extreme cases expulsion.

When assigning consequences for unacceptable student behavior members of the **Wolf Creek** organization must take into account the following factors:

- student's age;
- student's maturity level and individual circumstances;
- the provision of support for students who are impacted by the unacceptable behaviour;
- the provision of support for students who engage in the unacceptable behaviour.

For Staff: Wolf Creek Public Schools adheres to current Administrative Procedure or Board Policies that govern response to inappropriate or unacceptable conduct.

Violations of **Wolf Creek's Code of Conduct**, as with any administrative procedure or Division policy, shall result in disciplinary action for individuals including loss of privileges, suspension and/or legal action up to and potentially including termination of employment with **Wolf Creek** Public Schools. In the event of financial loss by **Wolf Creek Public Schools** due to an unacceptable breach of our **Code of Conduct**, this may include efforts to recover the cost of this loss.

Wolf Creek Public Schools strongly supports and values the purposeful and intentional integration of technology into our organization's learning and work environment. As such we commit to maintaining a network and other technology resources which supports a technologically infused work and learning environment. In order to accomplish this objective, the following behaviours have been identified as unacceptable, dangerous, unethical, and may result in the loss of privileges or other disciplinary actions.

Staff members should familiarize themselves with all established and regularly revised Administrative Procedures and Board Policies, which are available online from Wolf Creek Public Schools website. Actions in violation of **Administrative Procedure 141** which deals with the use of cloud-based applications and data storage locations ([source link](#)) are governed by **Wolf Creek's Code of Conduct**.

For Volunteers and Substitute Teachers

Volunteers and approved Substitute Teachers are welcome but are governed by the same expectations as staff when volunteering or working in a school-related activity or capacity. Violations of **Wolf Creek's Code of Conduct**, as with any administrative procedure or Division policy, shall result in the termination of volunteer or working privileges with Wolf Creek Public Schools. In the event of financial loss by **Wolf**

Creek Public Schools due to an unacceptable breach of our **Code of Conduct**, this may include efforts to recover the cost of this loss.

Unacceptable Conduct: Examples for Consideration Specific to the Use of Technology in **Wolf Creek**

The following actions are deemed unacceptable conduct:

- Transmission of, or obtaining access to, any material in violation of any Canadian law, whether Federal, Provincial, Municipal or other statute.
- Engaging in illegal, unethical, or malicious acts.
- Composing, sending or storing messages which include profanity, sexual, racial, religious, or ethnic slurs and other abuse, or that contain threatening or otherwise offensive language or pictures.
- Unauthorized access of a digital storage location or file and/or attempting to circumvent or otherwise defeat established security measures.
- Using digital or hardware resources for non-educational use such as wireless, streaming media, or bandwidth resources.
- Using the district/school network for profit purposes or for political lobbying.
- Revealing personal information about others over the Internet without their knowledge and consent including storing, sharing or communicating private or sensitive information via inappropriate means.
- Demonstrating security problems to other users.
- Sharing any division assigned keys or passwords with unauthorized personnel.

All of the actions identified above are examples of unacceptable conduct in regards to technology use in **Wolf Creek**. This is not an exhaustive list as we recognize that technology is dynamic and ever evolving. As such additional rules and sanctions may be put in place by Wolf Creek Public Schools on an ongoing and as needed basis. The determination to whether there has been an unacceptable use of technology in Wolf Creek Public Schools will be a decision solely within the discretion of the Superintendent of Schools or designate.

Concluding Considerations

School Codes of Conduct

Under the leadership of their principal, individual schools may develop their own school-based Codes of Conduct and implement policies beyond what is articulated within **Wolf Creek Public Schools' Code of Conduct**. In the case of a conflict in concepts or practices of these individual school Codes of Conduct, the expectations articulated in the **Wolf Creek Public Schools' Code of Conduct** will take precedence.

Annual Review

As per Alberta's Education Act, this **Code of Conduct** will be reviewed annually and changes or amendments will be posted on the school division website at www.wolfcreek.ab.ca