



# Richmond School

## School Digital Citizenship Plan 2025-2026

### Relevant contextual information about your school and School Development Plan:

- Kindergarten – Grade 6
- 358 Students
- SDP goals focus on improving students' language in mathematics.

### Relevant evidence and data that informs your Digital Citizenship Plan:

- Staff report the need to improve student understanding of password security and general online safety.
- Younger students in division 1 need support learning to log in and search for information safely and effectively.
- Staff report that both students and staff require more knowledge and skills around the safe, efficient, and effective use of artificial intelligence.

School Digital Citizenship Plan						Progress		
Long Term Goal (e.g. spanning 8-10 months)	Competency (may be chosen from the CBE DC Competencies)	Short Term Goals (in support of the long-term goal)	Outcomes	Activities & Resources	Measures	November	January	June
<b>Long term goal #1</b>  Students will understand the importance of creating secure passwords and being safe online.	<b>Safe</b> I know how to be safe online and create safe spaces for others in online communities.  I know how to protect my personal information online.	<b>Short term goal #1</b> Students will understand the importance of a strong password.	Students in grades 1-6 will have an age-appropriate and unique password.	Review resources on the CBE Digital Citizenship Insite page: <a href="https://insite.cbe.ab.ca/teaching/digital-citizenship-technology/digital-citizenship/Pages/default.aspx">https://insite.cbe.ab.ca/teaching/digital-citizenship-technology/digital-citizenship/Pages/default.aspx</a> Targeted lessons for division 2 students on creating strong passwords.	All Students will have an age-appropriate and secure password that is at least eight digits.			
		<b>Short term goal #2</b> Students will protect their privacy online.	Students will articulate why online privacy is important and	Media Smarts Website: <a href="https://mediasmarts.ca/">https://mediasmarts.ca/</a>	Students will be able to express the importance of online privacy			

			ways to maintain online privacy.		verbally or in writing.			
<p><b>Long term goal #2</b></p> <p>All students from grade 1-6 will be able to log in to devices effectively and find information using both teacher-selected site lists and online search tools.</p>	<p><b>Informed</b> I validate the accuracy of digital information and resources.</p> <p><b>Safe</b> I know how to be safe online and create safe spaces for others in online communities.</p>	<p><b>Short term goal #1</b> Students in grades 1-6 will log in to technology independently.</p>	<p>Students in grades 1-6 will be able to log in to their technology accounts using their unique and secure passwords.</p>	<p>Targeted lessons in how to log in to school technology, such as Chromebooks and Google tools.</p> <p>Regular use of the Chromebooks and other technology, such as Google tools.</p>	<p>All students in grades 1-6 will log in independently when using the school technology.</p>			
		<p><b>Short term goal #2</b> Students will be able to navigate to teacher-provided websites.</p>	<p>Students in grades 1-6 will be able to follow teacher-provided web links and navigate information webpages.</p>	<p>Teachers will provide students with lists of safe and vetted websites for research as needed.</p>	<p>Students will find and use information from teacher-provided website lists.</p>			
		<p><b>Short term goal #3</b> Students will be able search the web safely.</p>	<p>Students in grades 1-6 will be able to do a search using a safe search engine, as well as child-safe search terms in search engines such as Google.</p>	<p>Students and staff will be provided with lists of safe search engines and age-appropriate search terms.</p> <p>Media Smarts Website: <a href="https://mediasmarts.ca/">https://mediasmarts.ca/</a></p>	<p>Students will use safe search engines and safe search terms to find information for their research.</p>			

<p><b>Long term goal #3</b></p> <p>Staff and students in division 2 will improve their understanding of how to use Artificial Intelligence (AI) in safe, effective and efficient ways.</p>	<p><b>Informed</b> I validate the accuracy of digital information and resources.</p> <p><b>Balanced</b> I understand appropriate times and situations to use technology.</p> <p><b>Responsible</b> I understand that anything I access, produce and post contributes to my digital presence.</p> <p><b>Involved</b> I leverage digital tools to learn, express my creativity and collaborate with others.</p>	<p><b>Short term goal #1</b></p> <p>Students in division 2 will be careful and appropriate when using AI tools.</p>	<p>Students in Division 2 which AI tools can be used at school and the importance of using them safely.</p>	<p>Teachers will be familiar with and understand the CBE Guidelines for Using AI for Learning : <a href="https://insite.cbe.ab.ca/teaching/learning/resources/AI-Tools-For-Learning-Teacher-Resource.pdf">https://insite.cbe.ab.ca/teaching/learning/resources/AI-Tools-For-Learning-Teacher-Resource.pdf</a></p> <p>Teachers will be familiar with the CBE Guidelines for Ethical and Responsible Use of Artificial Intelligence: <a href="https://insite.cbe.ab.ca/teaching/learning/resources/Guidelines-for-Ethical-and-Responsible-Use-of-AI-in-Education.pdf">https://insite.cbe.ab.ca/teaching/learning/resources/Guidelines-for-Ethical-and-Responsible-Use-of-AI-in-Education.pdf</a></p> <p>Teachers will be familiar with the CBE AI for Learning Insite Page: <a href="https://insite.cbe.ab.ca/teaching/digital-citizenship-technology/learning-technologies/Pages/ai-for-learning.aspx">https://insite.cbe.ab.ca/teaching/digital-citizenship-technology/learning-technologies/Pages/ai-for-learning.aspx</a></p> <p>Teachers will be provided with a</p>	<p>Students in Division 2 will create a list of approved AI tools and discuss the importance of their safe use.</p>			
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				list of AI tools that have been approved through Software Asset Management.				
		<b>Short term goal #2</b> Students in division 2 will understand when it is allowed and safe to use AI tools.	Students in division 2 will understand and articulate that AI should only be used with adult guidance and supervision and only when academically appropriate.	Classes in Division 2 will have lessons in the safe and appropriate use of AI in the classroom.  Staff will be provided with teaching resources.	Students in division 2 will use AI safely and within teacher-provided parameters for a project in class.			
		<b>Short term goal #3</b> Students in division 2 will use effective AI prompts.	Students in division 2 will understand some of the elements of a strong and effective AI prompt.	Students will receive lessons in effective prompting for AI tools.	Students in division 2 will use descriptive and effective AI prompts with CBE-approved tools.			

**Next Steps & Focuses for the Coming School Year**

- Notes to refer to when creating your next DC Plan
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