COMPUTER AND INTERNET USE POLICY

Definition of Terms:

- **Computer Stations:** Desktop, laptops, or mobile units (e.g., iPads, Chromebooks) owned by the Foundation.
- **Instructional Time:** Time designated for classroom instruction, examinations, and other supervised learning activities.
- **Parent** – means in respect to a student (Grades 1-12) or child enrolled in an early childhood services program, the relevant individual referred to in subsection (2) of the Education Act.
- **Personal Mobile Device (PMD):** Any personal electronic device that can access the internet or communicate, including smartphones, cellphones, smartwatches, tablets, and laptops.
- **Student** – means a person who is in accordance to the Education Act:
  - (1) Enrolled in a school or
  - (2) Required under section 7 to attend school but does not include a child younger that 6 years of age who is enrolled in an early childhood services program.

References:

This policy references **Alberta Education Ministerial Order (#014/2024)** regarding standards for PMDs and social media. It also references the *Education Act*:

- **Section 16:** Diversity and Respect
- **Section 31:** Student Responsibilities
- **Section 32:** Parent Responsibilities

Background:

The Phoenix Education Foundation provides computing resources to support the educational and research goals of our community. In alignment with provincial standards, this policy ensures a distraction-free learning environment that promotes student well-being and academic focus.

Requirements:

1. Personal Mobile Devices (PMDs) & Social Media

1.1. **Restriction During Instruction:** Students may **not** use PMDs during instructional time. Devices must be powered off (or set to silent) and stored out of sight in a backpack, locker, or designated storage area.

1.2. **Social Media Access:** Students are prohibited from accessing social media platforms (e.g., TikTok, Instagram, Snapchat) via the Foundation's network or on any Foundation-owned devices at any time.

1.3. **Exceptions:** Use of a PMD during instructional time is permitted **only** when:

1.3.1. The Principal or teacher grants permission for a specific, documented health or medical reason (e.g., blood glucose monitoring).

1.3.2. The device is required to support specialized learning needs (as identified in an IPP or similar learning plan).

1.3.3. A teacher provides express permission for a specific, time-limited educational purpose.

2. Foundation Equipment Requirements

2.1. **Educational Intent:** Foundation-owned computers are for study and research. They are not to be used for personal email, games, online shopping, or gambling.

2.2. **Filtering & Responsibility:** The school **does not use filtering software**. Users must assume full responsibility for the materials they access and any damages (direct or indirect) that may result from internet use.

2.3. **Software Installation:** Users may not download or install software or databases without the expressed consent of the Administrator.

2.4. **Resource Management:** The Foundation reserves the right to impose time limits based on station / device availability and bandwidth demand.

3. Google Workspace Use

3.1. **Access and Tools:** Phoenix is a Google Apps for Education school (Educational Workspace), meaning that every school-directed student and staff member receives a Phoenix email address granting them access to the Google suite of applications and storage. Essential tools used for instruction, collaboration, and administration include Gmail, Google Calendar, Google Docs, Google Meet, Google Drive, and Google Groups.

3.2. **Security and Logins:** All users are assigned their own unique login credentials. Passwords are strictly confidential, and users must never share their password or use someone else's login.

3.3. **File Storage:** When utilizing Google Drive, files can be saved either in a personal drive (where only the individual user can see them) or in shared team drives so that specific teams can view and collaborate on the documents.

3.4. AI Use @Phoenix

3.4.1. **Approved AI Models:** Staff are required to use Gemini, Google's AI model, rather than other external AI models for any school-related content. Using Gemini ensures that student data remains protected within the Phoenix Education Foundation's Google Workspace environment and is never used to train the AI model. However, it is best practice to not use any personal data with AI.

3.4.2. **Recording Meetings:** Meetings may be recorded using Google Gemini AI, but only if explicit consent is given by all attendees. It is a best practice that raw AI

data generated be deleted as soon as the official meeting minutes are signed.

3.4.3. **Training and Compliance:** Staff are highly recommended to take Google's AI training course to better understand data safety, responsible AI use, and compliance with relevant regulations.

4. Unacceptable Use

4.1. Unacceptable use includes, but is not limited to:

4.1.1. **Harassment:** Displaying or sending graphics/messages that are offensive or discriminatory.

4.1.2. **Security Violations:** Attempting to bypass security, using unauthorized accounts, or damaging software/hardware.

4.1.3. **Legal Breaches:** Infringing on copyright or breaching software licensing agreements.

5. Liability & Penalties

5.1. **User Liability:** Users are responsible for any charges incurred through fee-based services and for any physical or systemic damage caused to the network or hardware.

5.2. **Disciplinary Action:** Misuse may result in a progressive discipline approach, including:

5.2.1. Verbal reminders and warnings.

5.2.2. Temporary confiscation of devices (to be returned at the end of the day or to a parent).

5.2.3. Suspension of computing privileges or academic suspension.

5.2.4. Serious infractions, particularly those involving harassment or illegal activities, will be forwarded to the appropriate authorities in accordance with provincial and federal law.

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