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.
- **Staff:** Includes all certificated teachers, administrators, and support personnel employed by the Phoenix Education Foundation.
- **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.

1.3.4. Any use of a PMD on the Foundation network, even outside of instructional time, must adhere to all sections of this policy, including the Foundation Equipment Requirements (Section 2) and Unacceptable Use (Section 4).

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.

2.5. **Monitoring and No Expectation of Privacy:** The Foundation reserves the right to monitor, inspect, and record all network traffic, files stored on Foundation equipment (including Google Workspace accounts), and internet activity for security, maintenance, and policy compliance purposes. Users have no expectation of privacy when using Foundation resources.

2.6. **Security Reporting:** Users must immediately report any known or suspected security breach, unauthorized access to accounts, loss of confidential data, or identification of illegal content to the Principal or the Foundation Administrator.

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. **Password Security and Phishing Awareness:** All users must create strong passwords and change them when prompted. Users are responsible for exercising caution against social engineering and phishing attempts, and must never click suspicious links or enter login credentials on unverified websites.

3.4. **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.

3.5. AI Use @Phoenix

3.5.1. **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.

3.5.2. **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.

3.5.3. **Training and Compliance:** Training in proper AI use, data safety, and compliance with relevant regulations is mandatory annually for all staff.

3.5.4. **Scope and Core Duties:** The use of AI is intended to augment, not supplant, the professional judgment of educators. Evaluation, assessment, and grading remain the core professional duties and responsibility of the teacher.

3.5.5. **Oversight and Accountability:** Human oversight is mandatory. All work generated by AI must be reviewed and critically assessed by a human. The individual staff member remains responsible and accountable for all final decisions and outputs resulting from the use of AI tools.

3.5.6. **Evidence-Based Decisions:** All decisions supported by AI must be evidence-based and grounded in verifiable data.

3.5.7. **Human Intervention:** AI processes must include clear options for human intervention and override, ensuring the professional retains full control over the final outcome.

3.5.8. **Accuracy and Data Protection:** Staff must verify all AI outputs for accuracy, recognizing the risk of inaccuracies or "hallucinations." All reasonable precautions must be taken to protect confidential and personally identifiable information, ensuring student data is never input into any unauthorized AI tool.

3.5.9. **Consequences of Misuse:** Improper use of AI, including failure to comply with this policy, will lead to disciplinary action, which may include professional discipline for certificated teachers.

3.5.10. **AI Literacy Education:** The Foundation will implement mandatory AI literacy education for students, covering the mechanics, ethical use, limitations (e.g., bias, hallucinations), and proper attribution when utilizing AI in academic work.

3.5.11. **Transparency and Disclosure:** All users must be transparent about the use of AI tools. Any AI-generated content or assistance used in academic work must be explicitly disclosed and cited using established academic standards (e.g., MLA or APA style).

3.6. **Permitted AI Use**

3.6.1. **Permitted Staff Uses:** Using AI for tasks such as drafting lesson plans, generating varied practice questions, and providing content differentiation based on student needs.

3.6.2. **Permitted Student Uses:** Using AI as a tutoring assistant for study preparation, preliminary brainstorming, or organizing thoughts for an assignment, provided its use is disclosed and cited.

4. Unacceptable Use

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

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

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

4.1.3. **Academic Dishonesty:** Submitting AI-generated content as original work without proper attribution or review.

4.1.4. **Cyberbullying/Digital Harassment:** Using Foundation or personal technology to transmit, circulate, or post any message or content that is intended to harass, threaten, demean, or humiliate another person, regardless of whether the activity occurs on or off school property, if it disrupts the school environment.

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.

6. Responsible Technology Use Agreement

6.1. **Mandatory Agreement:** All staff, students and their parents/guardians must read and sign a Responsible Technology Use Agreement before the user is granted access to Foundation networks and devices, acknowledging and consenting to all aspects of this policy.

Date Reviewed: May 27, 2026 - Approved by email.

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