

Information and Communication Technology

BACKGROUND

Fusion Education Association (FEA) recognizes that technology is integral to learning, communication and effective school operations. Thoughtful and responsible use of technology supports creativity, collaboration, inquiry, access to information and the development of skills students need for learning, work and their preferred futures.

FEA is committed to providing reliable and appropriate technology while protecting the privacy, security and integrity of its information and systems. Technology will be used responsibly, ethically and in ways that support safe and respectful learning and working environments.

As technology continues to evolve, including the increasing use of artificial intelligence (AI), FEA will support innovation while ensuring that new technologies are used with appropriate attention to privacy, security, academic integrity, human judgment and educational purpose.

The Superintendent is responsible for the implementation of this administrative procedure.

PURPOSE

The purpose of this administrative procedure is to:

1. support effective and innovative use of technology for learning and school operations;
2. establish expectations for responsible, ethical and secure use of FEA technology and information;
3. protect personal, confidential and organizational information;
4. promote digital citizenship, academic integrity and responsible use of emerging technologies; and
5. support compliance with applicable legislation and FEA administrative procedures.

SCOPE

This administrative procedure applies to all users of FEA technology, networks, accounts, information and digital services, including employees, students, Board members, contractors and other authorized users.

Detailed expectations for employees and students are established through applicable handbooks, technology guidelines and other administrative procedures.

GUIDING PRINCIPLES

FEA will:

1. use technology to enhance student learning, communication, collaboration and effective school operations;

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2. provide access to technology that is reliable, appropriate, supportable and financially sustainable;
3. promote responsible digital citizenship and the ethical use of information and technology;
4. protect personal and confidential information and the security of FEA systems;
5. provide reasonable safeguards against inappropriate, harmful or unauthorized access to digital information and resources; and
6. respond thoughtfully to emerging technologies and their opportunities, risks and implications for education.

RESPONSIBLE USE

1. Access to FEA technology, systems, networks and accounts is provided for authorized educational, operational and business purposes.
2. Users are responsible for their use of FEA technology and will:
 - a. use technology in a lawful, respectful, ethical and responsible manner;
 - b. protect passwords, accounts and other authentication information;
 - c. protect personal, confidential and organizational information;
 - d. use FEA-approved systems, applications and services where required;
 - e. respect copyright, intellectual property and licensing requirements;
 - f. take reasonable precautions to protect FEA devices, systems and information from loss, damage or unauthorized access; and
 - g. promptly report suspected privacy breaches, cybersecurity incidents, loss of devices or unauthorized access.
3. FEA technology will not be used to:
 - a. access, create, distribute or store unlawful, harmful, discriminatory, harassing or otherwise inappropriate material;
 - b. compromise or attempt to compromise the security, operation or integrity of FEA systems or information;
 - c. gain unauthorized access to accounts, systems or information;
 - d. disclose personal or confidential information without authorization; or
 - e. engage in conduct inconsistent with applicable legislation, administrative procedures or school expectations.
4. Limited personal use of FEA technology by employees is permitted where it is reasonable, does not interfere with work responsibilities or system operations, and complies with this administrative procedure.

ARTIFICIAL INTELLIGENCE AND EMERGING TECHNOLOGIES

1. Artificial intelligence and other emerging technologies may be used where they support an appropriate educational or operational purpose and are consistent with FEA expectations.

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2. Users will exercise appropriate human judgment and remain responsible for work produced or decisions supported through the use of AI.
3. Personal, confidential or sensitive FEA information will not be entered into an AI system or other external digital service unless its use has been authorized and appropriate privacy and security safeguards are in place.
4. Student use of AI will reflect teacher expectations, academic integrity requirements and the learning outcomes of the course or activity.
5. FEA may establish additional guidelines or administrative procedures governing AI and emerging technologies as their use and associated requirements evolve.

ACCESS, SECURITY AND MONITORING

1. Access to FEA systems and information will be authorized according to the user's role and responsibilities.
2. Users are responsible for protecting their accounts and must not share access credentials or permit unauthorized access.
3. FEA may implement appropriate security measures, including access controls, filtering, monitoring and other safeguards, to protect students, users, information and technology systems.
4. Use of FEA technology may be monitored, accessed or reviewed by authorized personnel where reasonably required for security, operational, legal or compliance purposes.
5. Users should not expect personal privacy when using FEA-owned systems, accounts or devices beyond that provided by applicable law.

COMPLIANCE

1. Users are responsible for understanding and complying with this administrative procedure and the applicable expectations contained in FEA handbooks, administrative procedures and technology guidelines.
2. Access to FEA technology may be limited, suspended or removed where necessary to protect users, information or systems or where this administrative procedure has been violated.
3. Inappropriate use may also result in corrective or disciplinary action in accordance with applicable student or employee procedures.

LEGAL REFERENCES: *Education Act, Protection of Privacy Act, Access to Information Act, Copyright Act (Canada)*, applicable Occupational Health and Safety legislation

RELATED FEA POLICIES AND PROCEDURES: Employee Code of Conduct #301, Student Code of Conduct #202, Staff IT Reference Guide, "Acknowledgement of Responsibilities and Obligations for New Employees"