AP-H-201.1 Use of Information and Communication Technology

Administrative Procedures

Revised December 11, 2025

BACKGROUND

FFCA recognizes the role that Information and Communication Technologies (ICT), including emerging tools such as artificial intelligence (AI), play in enhancing educational experiences and operational effectiveness. FFCA is committed to leveraging technology to support its mission of academic excellence and character development.

FFCA believes that the thoughtful integration of ICT can significantly expand access to teaching, learning, communication, and collaboration opportunities for both students and staff. From digital learning platforms to AI-assisted tools, technology empowers educators to enhance instruction and enable students to engage with content in meaningful ways.

In addition, FFCA acknowledges the value of social media as a communication tool. When used responsibly, social media platforms can effectively connect the school with parents, community members, and external audiences, showcasing the teaching and learning experiences at FFCA.

FFCA is committed to ensuring that all technology used within the school community promotes a welcoming, caring, respectful, safe and inclusive learning and working environment. This includes safeguarding student privacy, maintaining digital security, and fostering a culture of responsible digital behaviour. FFCA believes that preparing students to navigate the digital world ethically, critically, and confidently is essential to their success as learners and as future contributors to society.

DEFINITIONS

1. Technology Resources include technology infrastructure, devices, software and services (including network and internet access, and sanctioned cloud services) owned, operated or managed by FFCA.
    a. AI Resources includes all AI models, algorithms, services such as AI-based tutoring and grading systems, and Large Language Models (machine learning neuro networks), and information resources (available online) accessed by authorized users of the managed FFCA network.
    b. Internet-based services (also known as cloud services) refer to any online service or digital information storage and applications provided by organizations or vendors other than FFCA.
    c. Portable storage device refers to any mobile device that can store, process or transmit information digitally including, but not limited to laptops, tablets, smartphones, flash drives.
2. Data masking is a technique that protects sensitive data by replacing it with fake or randomized values. It conceals sensitive information while preserving the overall structure and usability of the data.

a. For example, replacing an individual's name with a random number or placeholder text that cannot be attributed to a particular individual in any way. Use of a person's initials or portions of a person's name is not data masking.

3. Social Media refers to online platforms that allow people to create, share, and interact with content through virtual communities and networks. These platforms include, but are not limited to, Facebook, LinkedIn, YouTube, Instagram, X (Formerly Twitter), TikTok, and Snapchat.

PROCEDURES

FFCA supports and encourages the purposeful integration of technology to enhance and facilitate student achievement and character development and strives to develop and maintain the technology infrastructure, tools and staff capacity to enable such integration.

1. Access to FFCA Network Resources

1.1. FFCA Technology resources should be used for purposes defined by the learning process or related support functions. Appropriate personal use is permitted as outlined in the *Information and Communication Technology (ICT) Acceptable Use Agreement*.

1.2. Use of FFCA-owned Resources

1.2.1. All FFCA-owned technology resources, including but not limited to hardware, software, Internet-based services, AI resources or proprietary data, are the property of Foundations for the Future Charter Academy. Use of these resources is subject to FFCA Administrative Procedures. This includes all data stored in any form of cloud storage accessed with FFCA credentials.

1.2.2. Any loss or damage to FFCA technology resources which occurs from actions contrary to the terms of FFCA Administrative Procedures is the sole responsibility of the user.

2. Network Use Agreements

2.1. All staff, students, directors, and other (parent and community) users of FFCA network resources must sign the applicable *Information and Communication Technology (ICT) Acceptable Use Agreement*.

2.1.1. Signed *Information and Communication Technology (ICT) Acceptable Use Agreements* for each staff member will be placed in their permanent files at Central Office. The human resources department is responsible for maintaining permanent files. Staff and substitute teachers will sign the form at the time of employment. Practicum students will be considered as staff and will sign the form on the first day of their practicum.

2.1.2. As part of the yearly registration or re-registration package, parents and students will be required to read and agree to the terms indicated within the *Information and Communication Technology (ICT) Acceptable Use Agreement for Students*. The Principal Educator is responsible for ensuring that the *Information and Communication Technology (ICT) Acceptable Use Agreement for Students* is reviewed with students during the first two weeks of school each year.

2.1.3. Signed *Information and Communication Technology (ICT) Acceptable Use Agreements* for each director will be filed at Central Office with the human resources department. Directors will sign the form at the time of their election/appointment to the Board.

2.1.4. Signed *Information and Communication Technology (ICT) Acceptable Use Agreements* for each community member (including parents) who use FFCA network resources will be filed at the appropriate campus office. Community members will sign the form at the time of their first use of network resources.

3. Intellectual Property and Copyright

3.1. All users of network resources are required to respect copyright/licensing laws and regulations. The Board will not accept responsibility for users who willfully and knowingly contravene copyright or licensing laws.

3.2. Works covered by copyright that are developed by employees in the course of their employment shall be the intellectual property of the Board.

4. Information Security

4.1. Use of any technology resource must not include data that contains personal information of staff, parents or students UNLESS:

4.1.1. The privacy agreement with the service provider provides for suitable levels of privacy and information security consistent with Alberta's FOIP legislation as determined by the Director of Technology and the Superintendent or designate.

4.1.2. The agreement is to provide for the security of as well as backup/disaster recovery of data stored to a standard that is determined to be acceptable by the Director of Technology (e.g. SAS70 or CICA 59790 compliance).

4.1.3. Any data accessed or transferred is encrypted and password protected using enterprise-grade encryption that is determined to be acceptable by the Director of Technology.

4.1.4. The privacy agreement is approved by the Director of Technology and the Superintendent or designate.

4.2. A list of approved cloud-based applications or cloud storage can be found in Appendix A of *AP-H-202.1 Technology Infrastructure and Resource Management*.

4.3. If a staff member wishes to apply for the approval of a Technology resource to be added to the list of approved applications, the "Approval of Technology Resources Process" in *AP-H-202.1 Technology Infrastructure and Resource Management* needs to be followed.

4.4. If a staff member is making use of a technology resource that has not been approved, they must:

4.4.1. not include any proprietary or copyrighted material owned by FFCA;

4.4.2. not share any student, staff or parent's personal data, unless data masking is utilized.

4.4.2.1. If data is being shared with a non-approved technology resource, it is the responsibility of the staff member to ensure that they have adequately masked the data.

4.4.2.2. If a data breach occurs on any non-approved technology resource where the shared data was not adequately masked, the staff member will be held responsible.

4.5. FFCA staff must report any breaches of information security, whether actual or suspected their immediate supervisor for investigation. Supervisors are to consult with the Director of Technology for assistance. All privacy breaches are to be reported to the Superintendent or designate.

5. Social Media

5.1. User Responsibility

5.1.1. All users are personally responsible for the content/information they publish online

5.1.2. Social media used for educational purposes is an extension of the classroom and online behavior and shall reflect the same standards of character expected in respectful face-to-face classroom interactions and adhere to the principles of digital citizenship. *What would be deemed unacceptable in a classroom is unacceptable online.

5.1.3. All social media postings should be considered to be in the public domain.

5.1.4. Staff members are responsible for moderating all published social media content related to classroom work.

5.1.5. Staff members shall insure that all postings:

5.1.5.1. express their individual points of view in a manner consistent with the professional expectations of their role

5.1.5.2. express their individual points of view in a manner which positively contributes to the mission of FFCA,

5.1.5.3. do not purport to represent the official views of FFCA (unless authorized to do so by Superintendent or designate).

5.1.5.4. do not express contrary views or concerns about FFCA or its stakeholders. (These should be expressed through appropriate internal avenues rather than through public forums.)

5.1.5.5. do not disclose information that would be considered confidential or proprietary information of FFCA without prior written approval of the Superintendent or designate,

5.1.5.6. Any postings on personal social media accounts do not include personal information of students including images UNLESS such information is re-shared from:

5.1.5.6.1. a publicly accessible website or social media account, or

5.1.5.6.2. an official FFCA social media account for which parental consent of the sharing has been obtained (Refer to 10.7.2 in this AP).

5.2. Profiles and Identifying Information

5.2.1. No personal or identifying information about students, as defined in Alberta FOIP legislation and/or in this AP document, is to be posted on social media sites except those as described in 10.3.2.

5.2.2. Photographs and video images must respect person's right to privacy and reflect content appropriate for educational purposes.

5.2.2.1. In sharing photographs or video images of students in which their face(s) are identifiable, parental consent is required through the Media Exposure section of our re-registration website. (Refer to 10.7.2 in this AP.)

5.2.2.2. In addition to verifying that digital consent has been obtained, staff must inform parents that their child's image will be used on social media.

5.3. Staff Use of Social Media for FFCA Purposes

5.3.1. Any use of social media accounts to be used by staff members for the sole purpose in their role with FFCA (i.e. class twitter accounts, blogs, etc…) shall be established expressly for that use and not be used for personal matters.

5.3.2. Use of official FFCA logo and wordmark is permissible within accounts established by staff members for the sole purpose in their role with FFCA as long as it is consistent with AP-J-201.1 Brand Standards Guide.

5.3.3. Prior to using social media accounts for school, campus or classroom purposes:

5.3.3.1. the social media guidelines in this AP are to be reviewed and clarification sought from administration if necessary.

5.3.3.2. the Principal Educator or Supervisor must be informed

5.3.3.3. a Social Media Account Information Form must be submitted to the Assistant/Deputy or designate upon the creation of a new account, whenever access information is changed and at the commencement of a new school year.

5.3.4. All links to Social Media for FFCA classroom purposes are to be posted on the designated classroom platform as described in section 9.

5.3.5. Upon request, login information and written consent to access these accounts must be provided to the Principal Educator or Supervisor. Staff are encouraged to use their FFCA email address as login ID for these accounts if possible.

5.3.6. All social media posts by staff for FFCA purposes should be deemed to have educational value that furthers the mission of FFCA and/or the educational experiences of students.

5.4. Official FFCA & Campus Social Media Accounts

5.4.1. FFCA has approved the use of the following official social media accounts:

5.4.1.1. FFCA Facebook

5.4.1.2. FFCA LinkedIn

5.4.1.3. FFCA X (Twitter)

5.4.1.4. Campus X (Twitter)

5.4.1.5. Campus Instagram

5.4.1.6. Campus LinkedIn

5.4.2. FFCA Technology Services will establish FFCA-Calgary.com Email aliases to be used to manage official FFCA social media accounts.

5.4.3. Campus administrators will be responsible for ongoing management and use of campus-based social media accounts.

5.4.4. The Assistant/Deputy Superintendent or designate, in coordination with the Coordinator of School Development and Innovation, will be responsible for the ongoing management and use of FFCA-based social media accounts.

5.5. Student School-based Use of Social Media

5.5.1. Teacher-directed use social media must be preceded by:

5.5.1.1. determination of the instructional value and conditions of use

5.5.1.2. instruction on the terms of use under which the application is being provided by the source,

5.5.1.3. instruction in digital citizenship,

5.5.1.4. communication with parent(s) and/or guardians regarding the instructional value of student use of social media.

5.5.2. Parental consent in the Media Exposure section of the re-registration website is required before students use social media. This includes cases where:

5.5.2.1. photographs or video images of students in which they are identifiable are to be posted

5.5.2.2. student work is to be shared in an environment open beyond the FFCA community

*This consent may, but does not need to, be on an application-by-application (use-by-use) basis but specific consent may be required for social media use if application(s) have a sufficiently high profile and/or level of controversy. If uncertain, the teacher should consult with campus or system administration. A parent may also agree to only provide consent for a specific use. In these instances, a note should be made on the *Student Digital & Social Media Use Consent Form* or a specific-use consent form should be used.

6. AI Resources

Generative AI tools are a supplementary resource used to enhance the educational experience for students while maintaining the use of FFCA's Teaching and Learning Framework. Additionally, AI resources can be utilized to enhance operational efficiencies within FFCA. We believe that effective and appropriate use of AI resources will improve operational efficiencies, enhance the student experience, increase teacher-student interaction, critical thinking and analysis.

6.1. Operational Use

6.1.1. Staff may use AI tools to:

6.1.1.1. analyze data;

6.1.1.2. assist in crafting communications;

6.1.1.3. increase efficiency of administrative tasks.

6.2. Instructional Use

6.2.1. Teachers may use AI tools to:

6.2.1.1. Generate supplementary lesson materials.

6.2.1.2. Adapt instructional content for diverse learning needs.

6.2.1.3. Enhance creativity in lesson materials while adhering to the FFCA's Teaching and Learning Framework.

6.2.2. Teachers have a shared responsibility with their students to build skills and develop understanding as per curricular outcomes. When developmentally appropriate, teachers will establish an understanding of the principle of "cognitive offloading" and will engage their students in a manner that maintains the "productive struggle" of the learning process.

6.2.3. Teachers must review all AI-generated materials to ensure they align with FFCA's frameworks.

6.2.4. Assessment and Feedback

6.2.4.1. Generative AI may assist in creating assessment tools or providing ideas for feedback.

6.2.4.2. The assessment process must remain the teacher's responsibility and maintain authenticity, accuracy and alignment with FFCA's Assessment and Reporting Framework.

6.3. Professional Development

6.3.1. FFCA will provide training to ensure staff understand:

6.3.1.1. Understanding of what AI is and how it works.

6.3.1.2. Legal and ethical implications of AI use in education.

6.3.1.3. Use of AI in the instructional process.

6.3.1.4. Use of AI in the assessment process.

6.3.1.5. Best practices for safeguarding data.
6.3.1.6. How to teach students to use AI ethically and in a transparent way.

6.4. Restrictions
6.4.1. AI tools may not:
6.4.1.1. replace direct instruction or diminish teacher-student interactions;
6.4.1.2. automate entire lessons or classroom management;
6.4.1.3. create materials that conflict with FFCA's frameworks, Policies, or Administrative Procedures.

7. Student Expectations for the Use of AI Resources

To ensure that students benefit from AI resources in a way that is ethical, and aligned with FFCA's character virtues, and teaching framework, students are expected to:

7.1. Use AI Purposefully and Responsibly
7.1.1. All expectations described in *Policy 19 – Welcoming, Caring, Respectful, Safe, and Inclusive Learning and Working Environments* are applicable to students' use of AI Resources.
7.1.2. Students are to engage with AI to enhance creativity, critical thinking, and personalized learning, in alignment with FFCA's Teaching and Learning Framework.
7.1.3. Students have a shared responsibility with their teachers to build skills and develop understanding as per curricular outcomes. When developmentally appropriate, students will understand the principle of "cognitive offloading" and will engage with learning in a manner that maintains the "productive struggle" of the learning process.
7.1.4. Students will receive instruction in what AI is, AI literacy, and AI fluency.

7.2. Maintain Academic Integrity
7.2.1. Students are not to submit AI-generated content as their own
7.2.2. Students are responsible for disclosing AI assistance and how it was used
7.2.3. AI should be used to augment original work, not to complete assignments independent of human critique and editing.

7.3. Respect Human Oversight
7.3.1. Teachers remain the primary designers of the learning process.
7.3.2. Teachers will continue with "brain only" tasks and programs to ensure the maintenance of cognitive function and support the continued development of foundational cognitive skills at all levels
7.3.3. Including, but not limited to, programs such as WRTR, Jump Math, etc., and activities specifically designed to be completed without the use of technology.
7.3.4. AI-generated materials should be reviewed and approved by FFCA certified teaching staff before use in assessments or presentations.

7.4. Ensure Transparency and Accountability
7.4.1. Students will be transparent about their use of AI tools and be prepared to explain how AI contributed to their work and why they chose to use it.
7.4.2. Students are responsible for the accuracy and appropriateness of AI-generated content they use and submit.

7.5. Protect Privacy and Data

7.5.1. When completing any assigned work, students must not input any personal information into AI platforms unless explicitly approved by FFCA. *Refer to AP-H-202.1* for an approved list of applications.

7.6. Promote Equity and Inclusivity

7.6.1. Students will use AI in ways that respect diversity, avoid bias, and promote fairness in learning environments.

7.6.2. AI should be used to support all learners, including those with diverse needs and backgrounds.

7.7. Support Environmental and Social Responsibility

7.7.1. Students will be made aware of the environmental impact of digital technologies and use AI tools efficiently and mindfully.

7.7.2. Students will engage with AI in ethical ways that foster respectful digital citizenship, reflect the FFCA character virtues of respect, responsibility, compassion, self-discipline, integrity, as well as our distinct character and leadership curriculum.

7.7.3. Students will be explicitly taught that AI is created by humans, for humans; it is not a person.

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