

Administrative Procedure 139 Responsible Use of Artificial Intelligence (AI)

East Central Alberta Catholic School Division recognizes the potential of Artificial Intelligence (AI) technologies to enhance educational experiences for students and support staff in their work. The division strives to improve achievement for all students through the safe and effective use of AI technologies, aiming to expand educational opportunities and promote educational excellence. However, the rapid evolution of AI necessitates guidelines to ensure responsible and ethical use, protect privacy, maintain academic integrity, and respect copyright laws. This procedure outlines the expectations for the responsible, ethical, and effective use of AI tools within East Central Alberta Catholic Schools.

This Administrative Procedure provides a framework for the responsible use of Artificial Intelligence tools in instructional settings, emphasizing the importance of maintaining teacher autonomy and professional judgment in educational decision-making. It ensures that AI integration is ethical and protective of both student and teacher data, prioritizing privacy and security. Additionally, the procedure outlines clear protocols for monitoring AI tools' effectiveness and gathering feedback, fostering continuous improvement in their application while ensuring that these technologies support, rather than replace, the valuable insights and expertise of educators. This procedure will be reviewed annually.

Definitions

- **Artificial Intelligence (AI):** Machine-based systems that process inputs to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. This includes emerging technology utilization.
- **Generative AI:** Computer models or tools that can create new content (text, images, code, audio) using minimal human prompting. Examples include ChatGPT, DALL-E, Google Bard.
- **AI-Assisted Work:** Any work product that has been created, modified, or enhanced using AI tools. This includes written content, images, code, or other materials generated with AI assistance.
- **AI Attribution:** The practice of documenting and citing the use of AI tools in created work, including specifying which tools were used and how they were used.
- **Academic Integrity in AI Context:** The ethical use of AI tools in academic work, including proper attribution, adherence to assignment guidelines, and maintenance of educational objectives. Utilizing AI to generate work submitted as one's own shall be considered academic dishonesty.
- **AI Ethics:** The principles and guidelines governing the responsible development, deployment, and use of AI technologies, including considerations of fairness, transparency, privacy, and harm prevention.
- **AI Literacy:** The knowledge and skills needed to understand AI capabilities, limitations, risks, and responsible use practices. This includes the ability to critically evaluate AI outputs and use AI tools effectively.
- **AI Tools:** Any software, application, or system that uses artificial intelligence to perform tasks or generate content. This includes both locally installed and cloud-based solutions.

- **Deepfake:** The artificial digital manipulation of an individual's voice, face, or body (likeness) so that they appear to be someone else, or in some other setting, for the purpose of deceiving the viewer, or for conveying a false narrative to which the individual would object. The use of AI to create modified pictures or videos of any individual without specific permission is strictly prohibited.
- **Information and Technology Resources:** All devices, networks, systems, and data owned, leased, or used by the School Division.

1. Guiding Principles for AI Use

- **Enhancing Learning and Teaching:** AI should be used to expand educational opportunities, promote educational excellence, and enhance learning and teaching experiences.
- **Responsibility and Ethics:** All users must conduct themselves in a responsible and ethical manner while using AI tools, abiding by federal and provincial laws.
- **Academic Integrity:** The use of AI shall support learning and academic growth without compromising academic integrity.
- **Privacy Protection:** The use of AI shall comply with all privacy legislation and regulations regarding the protection of personal information. Personal information shall be kept confidential. Do not upload personal student data into AI tools.
- **Copyright Respect:** The utilization of AI shall respect copyright laws and intellectual property rights.
- **Teacher Autonomy and Professional Judgement:** AI tools should complement, not replace, the professional judgment of teachers, who remain central to the educational process. Teachers retain the responsibility to ensure responsive instruction and have the authority over if and how AI is deployed in their classroom.
- **Fairness and Equity:** AI tools used in the classroom should be accessible to all students, including those with disabilities or diverse learning needs. The Division is committed to ensuring all students have fair access to the technology necessary for learning.
- **AI Literacy:** Promoting AI literacy among students and staff is central to addressing the risks of AI use and teaches critical skills for students' futures.
- **Transparency:** Any student use of AI in academic work shall be disclosed. Teachers must inform students and parents about how AI tools handle data and must secure explicit consent for any data collection or analysis, particularly when third-party AI tools are used.

- ## 2. Appropriate Uses of AI
- AI tools can be used for educational purposes in serving the interests of students and staff in the course of educational operations. Examples of appropriate uses include:

- **Student Learning:** Generating ideas, enhancing subject understanding, collaboration, translation, personalized study aids, organization of thoughts, critical thinking, and diverse learning support.
- **Teacher Support:** Lesson planning, differentiation, instructional design, professional development, collaborative projects, and teaching strategy recommendations.
- **School Management and Operations:** Communication drafting, chatbots, translation, performance analysis, inventory management, and reporting.

3. Prohibited Uses of AI Users must not:

- Use AI tools to generate harmful, discriminatory, or inappropriate content.
- Share personal or confidential information with AI tools.
- Engage in academic dishonesty or plagiarism.
- Use unapproved AI tools for educational purposes.
- Create deceptive content, including deepfakes.
- Use AI for personal financial gain without permission.
- Circumvent security protocols.
- Violate copyright or intellectual property rights.
- Use AI resources for illegal or unethical activity.

Procedures

4. With Respect to Academic Integrity and Responsibility:

- 4.1 The utilization of AI, and any other emerging technology, shall support learning and academic growth without compromising academic integrity; notably, AI may be acceptably utilized for generating ideas, practicing skills, or enhancing subject understanding;
- 4.2 AI shall not be used to complete assignments, exams, or any academic work that is directed to be completed without the use of artificial intelligence assistance;
- 4.3 For clarity, unless otherwise permitted by a teacher, academic work shall be assumed to be completed without the utilization of AI.
- 4.4 Utilizing AI to generate work submitted as one's own shall be considered as academic dishonesty and may be subject to discipline (as per Administrative Procedure 305 – Student Conduct and Discipline);
- 4.5 Any student use of AI in academic work shall be disclosed and shall specifically identify those sections, parts, or attributes of the work that were AI-assisted or generated; and
- 4.6 Violations of academic integrity related to AI use may result in disciplinary actions, including warnings, loss of privileges, the requirement to redo an assignment, receiving a failing grade for the assignment or course, and in severe cases, removal from a program (as per Administrative Procedure 305 – Student Conduct and Discipline).

4.7 It is the responsibility of those who utilize AI to own and take responsibility for content generated by AI, including the importance of fact-checking AI-generated information; notably

4.7.1 Both students and staff shall be considered to be fully responsible for any content generated by AI that they use, and, therefore, those who utilize AI shall critically evaluate and verify the accuracy of AI-generated information before including it in their work.

4.7.2 Users shall diligently fact-check AI-generated content to ensure its accuracy and reliability, and any notable inaccuracies or misleading information identified shall be corrected before submission or dissemination.

4.7.3 Users shall apply critical thinking to reasonably assess the appropriateness, bias, and reliability of AI-generated content, ensuring it meets the educational and ethical standards that would be expected of any created content.

5. Ethical AI use and Student Data Privacy

5.1 AI tools adopted by the Division must meet strict data protection standards in compliance with the *Protection of Privacy Act (POPA)*. Teachers and administrators must ensure student data is handled securely, and no AI tools may collect or use student data without explicit and informed consent from students and parents.

5.2 Teachers must inform students and parents about how AI tools handle data and must secure explicit consent for any data collection or analysis, particularly when third-party AI tools are used.

5.3 All AI tools must adhere to principles of fairness, justice, privacy, and transparency. Teachers must critically evaluate AI tools for potential biases, accuracy, and unethical behavior. The Division will audit AI tools regularly to ensure compliance with ethical standards. The Division will provide a list of approved AI providers and will provide related professional development for staff.

6. Digital Citizenship and Responsible Use of Technology

6.1 All uses of AI tools must meet Division requirements in AP [123 - Responsible Use of Technology Resources](#). Activities outside of these requirements may result in disciplinary action.

7. With Respect to Copyright and Intellectual Property:

7.1 The utilization of AI shall respect copyright laws and intellectual property rights;

7.1.1 Individuals utilizing AI shall strive to ensure that the content is generated in accordance with fair use principles and copyright laws;

7.1.2 Proper attribution shall be provided for AI-generated content that incorporates or references existing works;

7.2 Staff shall not enter data that specifically identifies a student (e.g., Alberta Education Identification Number, or full name) into any AI tools that store or process personal information;

7.3 Staff, in utilizing AI, shall not enter any information, data, or images deemed to be proprietary or confidential in nature; and

7.4 Staff utilization of AI shall comply with Responsible Use Agreements, employment contracts, and applicable legislation.

8. Fairness and Inclusivity

8.1 AI tools used in the classroom should be accessible to all students, including those with disabilities or diverse learning needs. The Division will prioritize AI systems that support inclusivity and comply with accessibility standards.

8.2 The Division is committed to ensuring all students have fair access to the technology necessary for learning, regardless of socioeconomic status. AI tools should be selected with attention to sustainability and their ability to serve diverse populations.

9. With Respect to Ethical Utilization of AI:

9.1 Staff and students shall ethically utilize AI, ensuring the positive promotion of educational outcomes without causing harm; notably

9.1.1 AI tools should be regularly evaluated, as utilized by staff, for potential biases, with efforts to mitigate unfairness or discrimination;

9.1.2 Staff shall demonstrate, and students shall be assisted in demonstrating, an understanding of the proper operation and decision-making processes considered in determining to use AI tools (i.e., why is AI the right tool for the task?);

9.1.3 Intentional misuse of AI technologies shall be subject to disciplinary action; and

9.1.4 The use of AI to create modified pictures or videos of any individual, without specific permission from the teacher and, in the case of a student, the specific parent or guardian (known alternatively as deepfake technology) is strictly prohibited and will result in disciplinary action.

10. Training

10.1 School administration shall attend to ongoing education to students regarding the ethical, legal, and responsible use of AI technologies, reasonably and appropriately integrating AI literacy into the curriculum and offering targeted training sessions;

10.2 The Superintendent or designate shall ensure the provision of appropriate training and support that promotes the responsible use of AI among students and staff; and

10.3 The Superintendent or designate reserves the right to provide, restrict, or limit the use of any specific emerging technology.

Reference:

Education Act: 31, 32, 33, 196, 197

Protection of Privacy Act

Personal Information Protection Act

Canadian Charter of Rights and Freedoms

Criminal Code (Canada)

Copyright Act

ATA Code of Professional Conduct

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Northern Gateway Public Schools

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