PROCEDURE   IT-006

ARTIFICIAL INTELLIGENCE	
Superintendent Responsible: Superintendent of Curriculum & Student Achievement	**Initial Effective Date:** 2025/04/03
Last Updated: 2025/04/03	**Next Review Date:** 2029/04/03

Purpose
To ensure that employee(s) students and their families are aware of the acceptable use of Artificial Intelligence (AI) at the Grand Erie District School Board (Grand Erie) so they may take all reasonable precautions to maintain a safe, secure, positive and productive learning environment.

Guiding Principles
1.0 Overview
Grand Erie provides employees with guidelines for the responsible use of Artificial Intelligence (AI) and how to utilize AI tools safely and effectively, adhering to existing regulations regarding the acceptable use of information technology, privacy and information management, and Growing Success: Assessment, Evaluation and Reporting in Ontario Schools (2010).

Grand Erie recognizes that responsible uses of AI will vary depending on the context, such as a classroom assignment, data analysis or design enhancement. All users are expected to employ AI tools solely for educational purposes, upholding values of respect, inclusivity, and academic integrity always. Dependence on AI tools is discouraged as it can decrease human discretion and oversight.

The roles of AI in education range from directing cognitive learning (AI-Directed), supporting learners as they collaborate with AI (AI-Supported), to empowering learners to lead the interaction (AI-Empowered). As AI continues to evolve, it's crucial for users to stay informed and prepared.

2.0 Employee Responsibilities
Employees will transparently communicate if, when, and how AI tools will be used, while ensuring compliance with applicable laws and regulations regarding data security and privacy. Appropriate AI use should be guided by the specific parameters and objectives defined for an activity. Employees will review all applicable Grand Erie policies and procedures before using any AI tools.

3.0 Educator Responsibilities
On an ongoing basis, educators will equip students with the necessary skills to leverage AI tools effectively and responsibly, ensuring that all learners have the opportunity to benefit from these advanced resources. The integration of AI in education is not just about the technology itself, but about fostering a learning environment where both educators and students can thrive. AI does not change educators' duty of care and to educate. Before introducing AI in the classroom, educators will explain to students:
- Benefits and/or risks
- Proper and ethical usage
- Citation rules
- Importance of protecting students' personally identifying or sensitive information
- Potential for inaccurate or misleading content generation

On an ongoing basis, educators will:

- Supervise AI usage in the classroom
- Closely supervise the use of AI with younger students under the age of 13 years as they may be less able understand and mitigate risks associated with the use of AI tools
- Avoid using AI applications that direct students to divulge personal information such as creating an account are not used unless the application has been approved through the vetting of application security and privacy (VASP) process
- Apply AI practices in the classroom that meet Ministry of Education curriculum standards
- Communicate AI usage transparently to students and parents/caregivers and gather their feedback
- Clarify if, when, and how AI tools should be used in the classroom
- Review outputs generated by AI before student use
- Ensure equitable access to AI tools to all students, considering that some may not have access to such resources outside of school

AI may be used by educators for the following purposes:
- Assessment design, however, teachers will ultimately be responsible for evaluation, feedback, and grading
- Content development and enhancement for differentiation
- Recommending teaching and learning strategies based on student needs
- Personalized professional development based on needs and interests
- Suggesting collaborative projects between subjects and/or other educators
- Offering simulation-based training scenarios such as teaching a lesson or managing a parent/teacher conference

Guidance on the responsible use of AI in education is contained in Grand Erie's Artificial Intelligence in Education Strategy.

4.0 Student Responsibilities
When using AI tools in projects or homework, students will:
- Adhere to educator expectations for the use of AI
- Clearly state which parts of work are original ideas and which parts the AI tool helped create
- Use proper citation: A formal citation may be required to cite AI work: MLA Style, APA Style, or Chicago Style. At minimum, if any form of generative AI was used, a statement about how AI was used (brainstorming, outlining, feedback, editing, etc.) must be included, and copyrighted content must always be properly attributed.

5.0 Parent/Caregiver Responsibilities
Parents/Caregivers play a crucial role in the integration of AI in their child(ren)'s education. Parents/caregivers will:
- Keep informed with how AI is being used in their child(ren)'s school by reviewing Grand Erie's AI Strategy. This includes knowing the types of AI tools being implemented and their purposes, such as personalized learning platforms or administrative aids
- Engage with classroom teachers about AI tools and their impact on their child(ren)'s education to address concerns and staying updated on new developments
- Help their child(ren) develop digital literacy skills, including how to navigate the digital world, access and evaluate online information, and understand how AI works and its implications
- Monitor and guide how their child(ren) interacts with AI tools
- Provide guidance to ensure their child(ren) uses AI tools effectively and ethically
- Empower their child(ren) to use tools responsibly and think critically
- Think carefully about what their child(ren) see online and understand that AI can change pictures, videos, audio recordings, and words

- Reinforce to their child(ren) that AI is a tool to aid learning, not a substitute for their child(ren)'s own understanding and effort
- Discuss potential issues like plagiarism, bias in AI algorithms, and the importance of responsible use such as keeping personal information (like name, age, and address) private when online

Definitions:

Artificial Intelligence (AI): encompasses technologies that enable computers to simulate human intelligence. It includes machine learning, natural language processing, and deep learning. AI automates tasks, enhances productivity, and informs decision-making.

Generative AI (GenAI): creates new content based on existing artifacts. It generates text, images, music, and more. GenAI has applications in content creation, automated grading, and personalized learning. However, human validation remains crucial due to potential inaccuracies or biases in generated artifacts.

References:
- Acceptable Use of Information Technology Procedure (IT-001)
- Assessment, Evaluation and Reporting (SO-20, SO-020)
- Bullying Prevention and Intervention (SO-10, SO-010)
- Code of Conduct (SO-12, SO-012)
- Copyright – Fair Dealing Guidelines (SO-24, SO-024)
- Equity and Inclusive Education (SO-14, SO-014)
- [Municipal Freedom of Information and Privacy Protection Act](#)
- Privacy and Records Information Management (IT-02)
- Privacy Breach Response Procedure (IT-003)
- Progressive Discipline Procedure (HR-018)
- Progressive Discipline and Promotion of Positive Student Behaviour Procedure (SO-011)
- [Artificial Intelligence in Education Strategy](#)