

USE OF ARTIFICIAL INTELLIGENCE

Background

The High Prairie School Division (HPSD) strives to improve achievement for all students through the safe, effective use of Artificial Intelligence (AI) Technologies. AI Technologies should be used to expand educational opportunities and to promote educational excellence. HPSD Board Trustees, students, staff, contracted service providers, volunteers and other persons working in association and on behalf of HPSD must abide by federal and provincial laws and conduct themselves in a responsible and ethical manner while using AI tools.

AI resources, including personally owned digital devices with AI capabilities, are to be used for educational purposes in serving the interests of our students and staff in the course of educational operations. Every attempt will be made to protect students from being exposed to objectionable material while ensuring responsible and ethical AI use.

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.

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.

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.

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.

Analytical AI: Tools that process and analyze large amounts of data to identify patterns, trends, or insights. Examples include assessment analysis tools and student performance tracking systems.

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.

Predictive AI: Tools that analyze data to make recommendations or forecast outcomes based on patterns. Examples include learning analytics systems and adaptive learning platforms.

Deepfakes: An image or recording that has been convincingly altered and manipulated to misrepresent someone as doing or saying something that was not actually done or said. Key characteristics of deepfakes include:

- *They use AI/deep learning to analyze real images/videos and synthesize new fake content*
- *They can manipulate or replace faces, voices, and movements*
- *They can make people appear to say or do things they never did*
- *The technology has become increasingly sophisticated and accessible*

While deepfakes have some legitimate uses in entertainment and education, they raise significant concerns about:

- *Misinformation and disinformation*
- *Non-consensual intimate images*
- *Identity theft and fraud*
- *Election interference*
- *Reputational damage*

Fine-tuning: The process of customizing or adapting AI models for specific purposes or contexts within educational settings.

Prompt Engineering: The process of crafting effective inputs (prompts) for AI tools to generate desired outputs. This includes understanding how to structure queries and requests to achieve accurate and appropriate results.

General

1. Learning Opportunities

HPSD recognizes that AI technologies provide significant educational benefits when used appropriately.

1.1. AI tools can:

- 1.1.1. Provide personalized learning experiences
- 1.1.2. Support differentiated instruction
- 1.1.3. Assist with formative assessment and feedback
- 1.1.4. Enhance critical thinking through prompt engineering
- 1.1.5. Develop digital literacy and AI competency
- 1.1.6. Support diverse learning needs
- 1.1.7. Enable creative exploration and innovation
- 1.1.8. Prepare students for future workforce demands

1.2. Teachers are encouraged to:

- 1.2.1. Integrate AI tools to support learning objectives
- 1.2.2. Design assignments that develop AI literacy
- 1.2.3. Use AI to provide additional student support
- 1.2.4. Model responsible AI use

1.3. Professional development will be provided to support effective integration of AI tools in teaching and learning.

2. Procedures

- 2.1. The applicable AI Use Agreement form must be signed yearly by, or on behalf of, each student and reviewed and digitally agreed to by all staff prior to accessing any AI technology.
- 2.2. Personal information shall be kept confidential as per Administrative Procedure 170 - Freedom of Information and Protection of Privacy and Administrative Procedure 171 – Information Security.
- 2.3. An AI Steering Committee shall oversee AI implementation and maintain an approved list of AI tools.
- 2.4. In the use of AI resources, persons shall conduct themselves in a professional and ethical manner including, but not limited to, the following. Persons must not:
 - 2.4.1. use AI tools to generate harmful, discriminatory, or inappropriate content;
 - 2.4.2. share personal or confidential information with AI tools;
 - 2.4.3. use AI for academic dishonesty or plagiarism;
 - 2.4.4. use unapproved AI tools for educational purposes;
 - 2.4.5. use AI tools to impersonate others or create deceptive content;
 - 2.4.6. use AI for commercial purposes or personal financial gain;
 - 2.4.7. use AI to circumvent network or security protocols;
 - 2.4.8. use AI tools to violate copyright or intellectual property rights;
 - 2.4.9. input copyrighted materials into AI tools without authorization;
 - 2.4.10. disguise or attempt to disguise their identity when using AI tools;
 - 2.4.11. use AI resources for any illegal or unethical activity; or

- 2.4.12. use other people's credentials to access AI tools.
- 2.5. All AI use in student work must be clearly attributed, including:
 - 2.5.1. the specific AI tool used;
 - 2.5.2. how the AI tool was used; and
 - 2.5.3. the extent of AI assistance in the work.
- 2.6. HPSD has the right to monitor AI tool use. Employee monitoring shall only occur with prior authority of the Superintendent. Student monitoring shall only occur with prior authority of the Principal.
- 2.7. Teachers shall clearly communicate expectations regarding AI use in assignments and assessments.
- 2.8. Staff must complete required AI literacy training before using AI tools for educational purposes.
- 2.9. Students under 13 shall only use AI tools under direct supervision and with approved educational AI tools.
- 2.10. Regular privacy and copyright compliance audits will be conducted.
- 2.11. Persons must follow the Copyright Act of Canada and adhere to the Fair Dealings Guideline within the Act when using AI tools.
- 2.12. If there is evidence that this Administrative Procedure is not adhered to, the HPSD reserves the right to take disciplinary action, including but not limited to expulsion, employment termination and seeking legal remedies.
- 2.13. Any AI-generated content that is illegal or reasonably suspected to be illegal shall be:
 - 2.13.1. immediately reported to school administration;
 - 2.13.2. preserved as evidence in accordance with digital forensics best practices;
 - 2.13.3. referred to appropriate law enforcement authorities; and
 - 2.13.4. not deleted or modified until law enforcement has provided clearance.
- 2.14. This Administrative Procedure will be reviewed annually by the AI Steering Committee.

Forms

Form 142A - Use of Artificial Intelligence - Staff Agreement

Form 142B - Use of Artificial Intelligence - Student Agreement

Form 142C - Use of Artificial Intelligence - Parent/Guardian Permission Form

Cross Reference

Administrative Procedure 140 - Use of Information Technology

Administrative Procedure 141 - Electronics and Cell Phone Administration

Administrative Procedure 171 - Information Security

Administrative Procedure 190 - Use of Copyrighted Material

Administrative Procedure 360 - Curriculum Planning, Assessment and Reporting

References

Education Act Sections 31, 33 (3), 36, 196, 197

Copyright Act of Canada 42

Freedom of Information and Protection of Privacy Act

ASBA Artificial Intelligence Policy Guideline