

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*

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

- 1.1. AI tools can provide personalized, differentiated learning experiences that support diverse needs, enhance critical thinking through prompt engineering, build digital literacy and AI competency, enable creative exploration and innovation, assist with formative assessment and feedback, and prepare students for future workforce demands.
- 1.2. Teachers may integrate approved AI tools to support learning objectives, design assignments that build AI literacy, use AI to provide additional student support, and model responsible AI use.
- 1.3. Professional development will be offered and encouraged to support effective integration of AI tools in teaching and learning.
- 1.4. Teachers will follow the *High Prairie School Division K-12 AI Use Guidelines* in their instructional and assessment plans.

2. Procedures

- 2.1. The applicable AI Use Agreement must be acknowledged annually: for students, it is included within the registration and re-registration documents signed each year; for staff, compliance with this Administrative Procedure is reviewed and digitally acknowledged in Public School Works as part of annual training.
- 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 that have a Privacy Impact Assessment. Staff members who would like to have additional AI tools considered will have their recommendations reviewed by the school principal and submitted to the AI Steering Committee. Staff are not permitted to use unapproved AI tools for educational purposes.
- 2.4. Staff must follow all current and relevant copyright legislation when using AI tools.
- 2.5. Users must not use AI tools in ways that generate harmful, discriminatory, or inappropriate content, or that mislead others through impersonation or deceptive practices. AI tools must not be used for personal financial gain, to circumvent network or security protocols, to conceal or misrepresent one's identity, or to engage in any illegal or unethical activity.
- 2.6. Where AI-generated content is believed to be illegal, reasonably suspected to be illegal, or used in a harmful or unethical way, it should be reported to school administration. The content should be preserved in its original form and may be referred to appropriate law enforcement authorities. It should not be altered or deleted until direction has been provided.
- 2.7. 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. Monitoring usage would involve the Division accessing the student or staff Division-authenticated AI tools for usage that is in breach of this or other administrative procedures or relevant legislation. This does not prohibit Division staff from observing regular usage of AI tools during the course of the school day.
- 2.8. 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.
- 2.9. This Administrative Procedure will be reviewed annually by the AI Steering Committee.

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

Protection Protection of Privacy Act

ASBA Artificial Intelligence Policy Guideline