Administrative Procedure 652

Responsible use of Artificial Intelligence to support Instruction

Background

Northern Gateway Public School Division is committed to utilizing technology, including artificial intelligence (AI), to enhance educational experiences while ensuring responsible use that protects privacy, fairness, teacher autonomy, and student well-being. This policy aims to balance innovation with ethical considerations and evolving legal standards. AI tools should complement, not replace, the professional judgment of teachers, who remain central to the educational process.

This Administrative Procedure outlines guidelines for responsible use of Artificial Intelligence tools for instructional purposes with a focus on ensuring:
- Teacher autonomy and professional judgement
- Ethical AI integration that safeguards student and teacher data
- Clear procedures for monitoring and feedback
- Access to AI is fair and equitable and aligns with Division policy

Procedures

1. Teacher Autonomy and Professional Judgement in the use of Artificial Intelligence

    1.1. AI tools may be used to assist teachers in areas such as lesson planning, assessment and instructional design. Teachers retain the responsibility to ensure responsive instruction and have the authority over if and how AI is deployed in their classroom or instructional space.
    1.2. Teachers are encouraged, but not mandated, to use AI systems and may opt out of using AI tools that don't align with their pedagogical goals.
    1.3. Teachers will be offered training on the pedagogical and ethical implications of AI to help them critically assess AI tools before during and after integration.

2. Ethical AI use and Student Data Privacy

    2.1. AI tools adopted by the Division must meet strict data protection standards in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIP). 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.

2.2. 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.

2.3. 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.

3. Digital Citizenship and Responsible Use of Technology

   3.1. All uses of AI tools must meet Division requirements in AP 640 Responsible Use of Technology. Activities outside of these requirements may result in disciplinary action.

4. Fairness and Inclusivity

   4.1. 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.

   4.2. 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.

5. Legal and Regulatory Compliance

   5.1. As AI technology evolves, the Division will ensure compliance to pertinent regulations and laws related to AI and data privacy including, but not limited to, the Canadian Charter of Rights and Freedoms, the Education Act, and the Canadian Criminal Code. The policy will be reviewed and updated regularly to reflect changes in legal and regulatory frameworks.

6. Parent and Community Engagement

   6.1. The Division will engage parents and the community in discussions about AI and its role in education. Information sessions, newsletters, and workshops will help demystify AI technologies and address questions around student data and privacy.

   6.2. Information will be made available to inform stakeholders about AI tools used in the classroom, including the rationale for their use and the protections in place for student data.

Reference: Education Act 195	
	Date Approved: November 28,2024
	Reviewed or Revised: