
ARTIFICIAL INTELLIGENCE USE

BACKGROUND

Artificial Intelligence (AI) technologies possess the capacity to significantly enhance teaching, learning, and administrative processes within the Swan Valley School Division. This procedure outlines the Division's commitment to encouraging the responsible, ethical, and safe use of AI by both staff and students, while simultaneously safeguarding academic integrity, protecting privacy, respecting copyright laws, and promoting equity of access. The Division recognizes that AI should serve as a valuable complement to human processes and professional judgment, not a replacement. This procedure will evolve with AI technology and related guidelines.

DEFINITIONS

Artificial Intelligence (AI): Refers to the theory and development of computer systems capable of performing tasks that typically require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages. For the purpose of this Procedure, AI encompasses emerging technology utilization aligned with this definition.

Generative AI: A potent form of AI that has the capacity to revolutionize teaching, learning, and work by creating new content. This falls under the broader definition of AI for this procedure.

Deepfake: Refers to the artificial digital manipulation of an individual's voice, face, or body (likeness) to make them appear as someone else or in a different setting, with the intention of deceiving the viewer or conveying a false narrative to which the individual would object.

Human Firewall: Refers to a person who actively helps protect an organization from cyber threats by practicing safe online behavior and recognizing potential risks. It involves being alert to phishing, scams, and other attacks, and following cybersecurity best practices.

PROCEDURES

1. Academic Integrity and Responsibility

- a. The utilization of AI shall support learning and academic growth without compromising academic integrity.
- b. AI may be acceptably utilized for generating ideas, practicing skills, or enhancing subject understanding.
- c. AI shall not be used to complete assignments, exams, or any academic work that is directed to be completed without artificial intelligence assistance. Unless otherwise explicitly permitted by a teacher, academic work is assumed to be completed without AI utilization.
- d. Utilizing AI to generate work submitted as one's own shall be considered academic dishonesty and may be subject to disciplinary action in accordance with the Division's student code of conduct and discipline procedures.
- e. Any student use of AI in academic work shall be disclosed, and specific sections, parts, or attributes of the work that were AI-assisted or generated must be clearly identified.

- f. Both students and staff are fully responsible for any content generated by AI that they use. Users shall critically evaluate and verify the accuracy of AI-generated information before including it in their work. Any inaccuracies or misleading information identified shall be corrected before submission or dissemination.
- g. Users shall apply critical thinking to reasonably assess the appropriateness, bias, and reliability of AI-generated content, ensuring it meets educational and ethical standards.

2. Protection of Privacy and Data

- a. The use of AI shall comply with all applicable privacy legislation and accompanying regulations regarding the protection of personal information, including consent requirements.
- b. Explicit and informed consent shall be obtained from students and/or parents/guardians before using AI technologies that collect personal, identifiable information. Teachers must inform students and parents about how AI tools handle data, particularly when third-party AI tools are used.
- c. AI utilization shall ensure proper implementation of robust data security and human firewall measures to protect personal information from unauthorized access or breaches.
- d. Staff shall not enter data that specifically identifies a student (e.g., full name, student ID) into any AI tools that store or process personal information.
- e. Staff, when utilizing AI, shall not enter any information, data, or images deemed to be proprietary or confidential in nature.

3. Copyright and Intellectual Property

- a. The utilization of AI shall respect copyright laws and intellectual property rights.
- b. Individuals utilizing AI shall strive to ensure that content is generated in accordance with fair use principles and copyright laws.
- c. Proper attribution shall be provided for AI-generated content that incorporates or references existing works. Staff and students shall ensure their work, including AI-generated content, is original in design (unique to the creator) or appropriately licensed.
- d. Staff may use AI to assist in creating assignments, lesson plans, and educational materials, ensuring content is original in design or appropriately licensed.
- e. Staff shall only use AI to translate materials into a second language if a professionally translated version is not already available.

4. Ethical Utilization of AI

- a. Staff and students shall ethically utilize AI, ensuring the positive promotion of educational outcomes without causing harm.

- b. AI tools should be regularly evaluated for potential biases, with efforts made to mitigate unfairness or discrimination.
- c. Staff shall demonstrate, and students shall be assisted in demonstrating, an understanding of the proper operation and decision-making processes for using AI tools (i.e., why is AI the right tool for the task?).
- d. Intentional misuse of AI technologies shall be subject to disciplinary action.
- e. 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, specific parent or guardian (known alternatively as deepfake technology) is strictly prohibited and will result in disciplinary action.
- f. When using AI tools that authentically complement Indigenous teachings, users should ensure the use of authentic resources to avoid perpetuating stereotypes and to accurately represent Indigenous diversity.

5. Teacher Autonomy and Professional Judgement

- a. AI tools may be used to assist teachers in areas such as lesson planning, assessment, and instructional design.
- b. 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.
- c. Teachers may use AI systems to supplement learning opportunities for students and may opt out of using AI tools that do not align with their pedagogical goals.

6. Fairness, Inclusivity, and Equity of Access/Training

- a. School administration shall demonstrate a commitment to ensuring equitable access to AI technologies and to educating students on the responsible use of emerging technology.
- b. All students should be provided with reasonable access to emerging technology, such as AI, to ensure no student is disadvantaged due to a lack of resources.
- c. AI tools used in the classroom should be accessible to all students, including those with disabilities or diverse learning needs, and the Division will prioritize AI systems that support inclusivity and comply with accessibility standards.
- d. The Division will attend to ongoing education for 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.
- e. The Superintendent or designate shall ensure the provision of appropriate training and support that promotes the responsible use of AI among students and staff.

7. Legal and Regulatory Compliance

- a. The Division will ensure compliance with all pertinent regulations and laws related to AI and data privacy as AI technology evolves.
- b. This procedure will be reviewed and updated regularly to reflect changes in legal and regulatory frameworks.
- c. The Superintendent or designate reserves the right to provide, restrict, or limit the use of any specific emerging technology.

8. Parent and Community Engagement

- a. The Division will engage parents and the community in discussions about AI and its role in education through information sessions, newsletters, and workshops to help demystify AI technologies and address questions around student data and privacy.
- b. 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.

References:

- Relevant Provincial and Federal Legislation and Regulations (e.g., Personal Information Protection Act, Freedom of Information and Protection of Privacy Act, The Education Act, Canadian Charter of Rights and Freedoms, Canadian Criminal Code)
- Swan Valley School Division Administrative Procedure 203: Digital Citizenship
- Swan Valley School Division Administrative Procedure 210: Safe and Caring Schools