Medicine Hat Catholic
Board of Education

Background

Artificial Intelligence (AI) is an evolving technology that has the potential to significantly enhance learning experiences and improve educational outcomes. Therefore, the division is committed to equipping students and staff with the skills and knowledge required to navigate a future where AI plays a key role. This administrative procedure provides guidelines for the equitable and ethical use of AI tools within the division.

Definitions

Artificial Intelligence (AI): computer systems capable of performing tasks that typically require human intelligence, such as text and image generation, interpreting visuals, speech recognition, decision-making, data analysis, and translation.

Procedures

1. The division will ensure that AI technologies contribute to equitable access to educational resources and opportunities for students.

2. The division will equip students and educators with the knowledge and skills necessary to use AI technologies responsibly, emphasizing the potential of AI, its limitations, and the need for human input and supervision of all AI creations.

3. The division supports teaching staff in modelling the thoughtful and ethical use of AI tools while supporting students throughout the instructional cycle. This includes leveraging AI in planning, instruction, and assessment.

4. The division will promote a media literacy approach that includes ethical AI usage, data privacy, and cybersecurity.

5. Teachers, administrators, and other education professionals will develop, maintain, and apply the knowledge, skills, and attributes that enable them to use technology effectively, efficiently, and innovatively in support of learning and teaching.

6. Students are encouraged to use AI tools responsibly, under the guidance of their teachers, to support and enhance their learning.

7. The Superintendent or designate reserves the right to provide, restrict, or limit the use of specific emerging technologies.

8. With Respect to Equity of Access and Training
   8.1. The division aims to ensure equitable access to AI technologies.

      8.1.1. School administration will strive to provide all students with reasonable access to AI technology, ensuring no student is disadvantaged due to a lack of resources.

      8.1.2. School administration will support teachers in providing ongoing education to students regarding the ethical, legal, and responsible use of AI.

9. With Respect to Data Collection and the Protection of Privacy
   9.1. AI tools that collect personal information must adhere to the Freedom of Information and Protection of Privacy Act (FOIP) and other applicable privacy laws.

   9.2. Consent must be obtained from parents, or guardians before using AI technologies that collect the personally identifiable information of students.

10. With Respect to Copyright and Intellectual Property
    10.1. The use of AI must comply with copyright laws and intellectual property rights.

    10.2. When using AI, individuals must comply with fair use principles and copyright laws.

    10.3. When AI-generated content incorporates or references existing works, proper attribution must be provided.

    10.4. All staff and students are required to ensure that their work is original or licensed appropriately, including AI-generated content.

    10.5. Teachers may use AI to assist in creating assignments, lesson plans, and educational materials, ensuring content is original or appropriately licensed.

    10.6. Staff should not enter proprietary or confidential information into AI tools that store or process data to enhance their models.

    10.7. Staff and student use of AI must comply with RDPSD Expected Use Agreements, employment contracts, and applicable legislation.

11. With Respect to Ethical Use of AI
    11.1. Staff and students will use AI ethically to ensure positive educational outcomes without causing harm.

11.1.1. Staff should regularly evaluate AI tools for potential biases and inaccuracies.

11.1.2. Teachers will support students in learning how to evaluate the safe, appropriate and effective use of AI.

11.1.3. Teachers should communicate expectations for AI use to students and parents, including permitted and prohibited uses, and establish clear guidelines for reporting AI use in assignments.

11.1.4. The deliberate misuse of AI technologies shall be subject to disciplinary action.

References:	Approved:
· ASBA Artificial Intelligence Policy Guidance Education Act · Guide to Education ECS to Grade 12 · Teach AI: AI Guidance for Schools Toolkit · Government of Canada Guide on the Use of Generative AI · Red Deer Public Schools Administrative Procedures Manual	
	Date Approved: September 2025
	Reviewed or Revised:

Note: References shall be updated as required and do not require additional approval