

ADMINISTRATIVE PROCEDURES

SUBJECT: Artificial Intelligence

Definitions:

- **Artificial Intelligence (AI)** is advanced computer technology that can perform tasks that normally require human intelligence, such as understanding spoken language, learning from experiences, decision-making, solving complex problems and translation between languages.
- **Generative Artificial Intelligence (GenAI)** is AI that can create content (including text, audio or images) by taking instruction from users, usually in the form of short written prompts and a back-and-forth chat.

General:

The Lambton Kent District School Board acknowledges the benefits that technology can bring to enable its daily operating activities and support its strategic priorities. The use of AI is not required in LKDSB work and learning spaces but may be used to support and enhance board work.

Guidelines for educator use of AI:

Artificial Intelligence may be used in professional practice to enhance learning, but the content created should not replace the educator's professional judgment or responsibility over core instructional, assessment, evaluation and reporting duties.

Educators must comply with board policies, regulations, procedures and guidelines and understand the limitations and risks of using AI which include: fact-checking, bias, hallucinations (responses by AI that include false or inaccurate information) and copyright.

AI can be a partner in supporting the pedagogy and high-yield instructional practices that are already well-established in classrooms and schools. Current Ontario curriculum expectations provide a foundation for AI literacy. These expectations foster computational thinking, technological proficiency and essential transferable skills. The use of AI in the classroom needs to be clear and transparent and will look different across grades and subject areas. There should be clear communication and expectations about the use of AI for all stakeholders. Educators, students and parents/guardians should have a clear understanding of when and where AI is being leveraged, and where it is not.

Program planning and assessment:

Prior to use in the classroom setting, educators will inform students of the benefits and risks of using AI, the appropriate use for their class and the citation requirements. Teachers will monitor and supervise the use of AI in their classroom to ensure it aligns with board policies. Prior to the use of any AI tools, staff will review the following LKDSB board policies, regulations and administrative procedure: Privacy Information, Responsible Use of Technology and Use of Online Education Tools.

The use of AI to support lesson planning is permissible provided the lesson planning is consistent with Ministry of Education curriculum expectations and reference material used in the planning is verified as accurate and cited appropriately. Educators should consider the implications of incorporating AI into their

assessment and evaluation strategies while emphasizing the importance of maintaining inclusivity, personalization and ethical considerations. While AI can be helpful for both students and teachers on assessment for learning it will not be used for evaluation of summative assessments (assessment of learning). If AI is used for formative or diagnostic assessment, this needs to be communicated to students. The use of AI applications to support information for reporting student achievement to students/parents/guardians is prohibited.

Guidelines for student use of AI:

The use of AI by students requires the approval of the classroom teacher. AI may be used to support understanding of principles of creative expression and exploration but is not intended to be a substitute for human expression. AI can be used to support research but does not replace research that requires primary or secondary sources.

Maintaining honesty in schoolwork is important. When students use help from AI tools in projects or homework they must show which parts are their ideas and which parts the tools helped to create. If the use of an AI tool is supported by the classroom teacher, then the teacher must show students how to properly cite the tool. Formal citations include: [MLA citation GenAI](#), [APA style Chat GPT](#) or [Chicago Style Chat GPT](#). If formal citations are not required a statement about how AI was used should be included in the work (i.e. "I used Copilot to help me brainstorm ideas")

Implementation Date: August 27, 2024

References: LKDSB Policy, Regulation and Administrative Procedures: Privacy of Information, Responsible Use of Technology, Use of Online Educational Tools
[Ontario Guidelines for Responsible Use of Generative Artificial Intelligence](#)

Resources: [AI Guidance for Schools Toolkit](#)
[Artificial Intelligence in Education](#)