

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Artificial Intelligence (AI) Guidelines and Acceptable Use	CODE: CNA
LEGAL STATUS: Board Motion #138.26	DATE APPROVED: 01 Aug 26

Background: The Board of Education recognizes the accessibility, influence, and potential impact of Artificial Intelligence. The policy is grounded in Catholic Social Justice teachings, where we strive to work toward the common good and responsible stewardship while recognizing the dignity of every human person. The Encyclical Letter Magnifica Humanitas of His Holiness Pope Leo XIV, Safeguarding the Human Person in the Time of Artificial Intelligence, also influenced the development of the policy, procedures, and guidelines.

POLICY: The Board of Education is committed to the responsible, ethical, and transparent use of Artificial Intelligence (AI) and emerging technologies across all aspects of teaching, learning, administration, and operations. AI tools may be used to enhance educational practice and organizational efficiency; however, they must never replace human judgment, professional accountability, or authentic student learning. All use of AI must uphold the dignity of the human person, protect privacy and security, promote equity and inclusion, and maintain academic and operational integrity in alignment with division policies, applicable legislation, and Catholic values. This policy establishes a faith-centered framework for the responsible, ethical, and transparent use of artificial intelligence (AI) guidelines and acceptable use.

Definitions:

- 1. Artificial Intelligence (AI):**
Machine-based systems that perform tasks commonly associated with human intelligence, such as language processing, pattern recognition, data analysis, or decision support.
- 2. Generative AI (GenAI):**
AI systems are capable of creating new content, such as text, images, audio, video, or code, based on user prompts.
- 3. Division-Approved AI Tools:**
AI applications that have been reviewed and approved through Division technology, privacy, and governance processes for security, ethical alignment, accessibility, and educational value.
- 4. AI Wearables and Emerging Technologies:**
AI Wearable and emerging technologies, including but not limited to smart watches, earbuds, smart glasses, and similar devices, may only be used in class, school, assignments, or during assessments with administration (School Division and School-Based

Administration) permission and in accordance with division expectations.

5. Educators:

Educators are defined primarily as teachers; however, educational support staff are also intended to be included, as they assist students and staff through the educational and operational processes.

Guidelines:

1. This policy applies to all staff, students, trustees, and users of the school division's technology services, devices, and platforms.
2. AI can be used for instruction, assessment, and workflow as per the guidelines of this policy while maintaining the required school division administrative and instructional guidelines.
3. Students, staff, and users of school division technology, services, devices, and platforms may be required to participate in AI education, training, and educational professional development learning.
4. The use of AI-enabled wearable devices, recording and note-taking applications, and other emerging AI technologies is prohibited unless expressly authorized in accordance with the provisions of this policy.
5. Guiding Principles of Artificial Intelligence (AI) Guidelines and Acceptable Use shall adhere to the following six principles:
 - a. Human Dignity and Faith - AI must support and prioritize the dignity of the human person and the instructions of our Catholic faith.
 - b. Educational and Academic Integrity - AI shall not replace authentic student learning, critical thinking, nor replace educator professional judgment.
 - c. Transparency and Honesty - Use of AI must be disclosed where required. Academic work must reflect honest effort and appropriate acknowledgment of AI assistance when permitted.
 - d. Privacy, Security, and Safeguarding - Student and staff privacy, security, and data must be protected and safeguarded. Personal or identifiable information shall not be entered into AI tools.
 - e. Equity and Inclusion - AI tools must be selected and used with attention to bias, accessibility, cultural respect, and diverse learner needs.
 - f. Accountability - The Division retains oversight, approval, monitoring, and continuous review of AI use. Staff and students are responsible for upholding ethical use and aligning with Artificial Intelligence (AI) Guidelines and Acceptable Use policy.

6. Artificial Intelligence (AI) Guidelines and Acceptable Use for Educators
 - a. Educators may use AI tools professionally and ethically to enhance instruction, promote inquiry and creativity, support diverse learners, and design authentic assessments, while ensuring oversight, transparency, and student privacy.
 - b. Educators must design instruction and assessment practices that prioritize authentic, human-generated student work related to curriculum outcomes and requirements.
 - c. AI use in students' assigned and assessed work must follow division and school guidelines, and expectations must be clearly communicated to students by the teacher.
 - d. Course outlines and school handbooks must outline information regarding the appropriate use of AI for students.
 - e. Educators must provide clear expectations to students regarding AI use for assignments, assessments, processes, and learning outcomes.
 - f. Educators must educate students regarding acceptable use and outline appropriate use of AI at an age-appropriate level of instruction using the Digital Literacy Ministry Framework.
 - g. Educators must demonstrate and outline appropriate AI use and identify AI school division-approved tools for student assignments.
 - h. Educators are prohibited from using AI to replace professional judgment, assessment, or abdicate professional responsibilities.
 - i. Educators must exercise professional judgment, model ethical use, and teach AI literacy responsibly while ensuring accuracy of information sources.
7. Educators are expected to:
 - a. evaluate the use of artificial intelligence (AI) tools in their professional practice. They are responsible for knowing when and how these technologies are being used, recognizing their capabilities and limitations, and considering their impact on teaching, learning, privacy, well-being, and educational outcomes.
 - b. model responsible, ethical, and informed use of these technologies in alignment with division policies and professional standards.
 - c. prioritize creativity, critical thinking, communication, and problem-solving skills.
 - d. adhere to the guidelines and expectations regarding if, when, and how AI tools or wearable technologies may be used.
 - e. use artificial intelligence (AI) and wearable technologies, when permitted, to support and enhance teaching and learning in ways that are responsible, appropriate, and aligned with division policies
 - f. prioritize and use pre-approved AI tools that would align with all principles of this policy, and applications, or devices to help protect privacy, security, and academic integrity.

- g. ensure that wearable technology devices (including smart watches, earbuds, smart glasses, fitness trackers, or similar devices) are not used during assessments unless explicitly permitted per this policy.
 - h. submit work that accurately represents their own thinking, understanding, and effort; and
 - i. clearly disclose, model, and teach students to properly cite any permitted AI-generated content or assistance in accordance with division guidelines, as required.
 - j. report to school-based administration occurrences of concern regarding the application of the principles of AI use.
 - k. ensure students understand that artificial intelligence (AI) systems that engage in ongoing or “agentic” conversations are digital tools, not substitutes for human relationships, personal judgment, or independent thinking.
 - l. determine when the use of AI systems, including agentic AI tools, is appropriate for learning. Students may use these technologies only after receiving instruction on their capabilities and limitations, and only when the tools support the intended learning outcomes.
8. Artificial Intelligence (AI) Guidelines and Acceptable Use for Students
- a. Students may use approved AI tools to support learning when permitted by their teacher.
 - b. Students are expected to use AI responsibly, ethically, transparently, and safely, while protecting privacy, respecting academic integrity, and following teacher direction.
 - c. Students remain accountable for all work they submit and must ensure that AI use supports, rather than replaces, their own learning, critical thinking, creativity, and demonstrated understanding.
 - d. Students are prohibited from using AI to replace student-generated work in dishonest or deceptive ways. Students must produce work as directed by the teacher.
 - e. Students are prohibited from entering private information in AI Tools and may only use school division-approved tools as outlined by their teacher.
 - f. Artificial intelligence systems that engage in ongoing or “agentic” conversations are tools and are not companions. Students may only use them under teacher direction, ensuring they do not replace authentic thinking and human relationships.
 - g. Students are prohibited from using AI recording and note-taking applications without the school Principal's permission.
9. Students are expected to:
- a. Students must use AI tools responsibly, ethically, and in accordance with school and school division policies when permitted.

- b. Students must follow teachers' directions regarding when, how, and if AI tools may be used for learning activities and assessments.
 - c. Students must only use school division and teacher-approved AI tools and must not enter personal, private, or confidential information into any AI system.
 - d. Students must use AI to support learning rather than replace their own thinking, creativity, communication, or problem-solving.
 - e. Students are responsible for ensuring all submitted work reflects their own understanding and effort, even when AI tools have been used.
 - f. Students must not use AI to complete work dishonestly, misrepresent authorship, impersonate others, or gain unfair advantage on any assessment.
 - g. Students must understand that AI systems, including agentic or conversational tools, are intended to be used as learning support only and not companions, and may only be used under teacher guidance.
 - h. Students must not create, share, or distribute harmful, offensive, discriminatory, or inappropriate content, including fake images, audio, or video that could harm or misrepresent others.
 - i. Students must respect copyright, intellectual property, and academic integrity when using or referencing AI-generated content.
 - j. Students must review and verify the accuracy of any AI-generated information before including it in their work.
 - k. Students must clearly acknowledge and cite AI use when required by the teacher, following APA, MLA, or other specified guidelines.
 - l. Students must report any concerns about unsafe, inappropriate, or inaccurate AI-generated content to a teacher.
 - m. Students must comply with all school division technology use, acceptable use, and digital citizenship policies when using AI tools.
 - n. Students must ensure wearable devices and other AI emerging technologies (including but not limited to smart watches, earbuds, smart glasses, or similar devices) are not used in school, during classes, instruction or assessments unless explicitly permitted school division administration and school-based administration.
10. Artificial Intelligence (AI) Guidelines and Acceptable Use for School Division Operations and Administrative Duties
- a. This section applies to all school-based and school division staff, including but not limited to secretaries, principals, administrators, educators, and all departments supporting school and division operations.
 - b. Division-approved AI tools may be used to support instructional, administrative, and operational work where they enhance efficiency, communication, planning, and service delivery, provided

- all privacy, security, and data protection requirements are met and preapproved.
- c. All AI use must comply with applicable legislation, division policies, and ethical and professional standards, and must not replace professional judgment, accountability, or decision-making.
 - d. Staff remain fully responsible and accountable for all AI-assisted work, including its accuracy, appropriateness, bias, and alignment with division expectations.
 - e. AI-generated or AI-assisted content must be reviewed, verified, and disclosed. Prudent monitoring of AI tools to minimize harmful automation, bias, and misuse of resources requires ethical and moral professional judgment aligned with Catholic values.
 - f. Staff must not input confidential, personal, sensitive, or restricted information into non-approved AI systems, and must ensure all division data is appropriately confidential and protected.
 - g. The division will maintain approved AI tools and ensure they are reviewed for privacy, security, risk, and suitability prior to use, including vendor assessments and contractual safeguards related to data ownership, confidentiality, and liability.
 - h. Use of higher-risk AI systems, including those supporting predictive analytics or decision-making, requires enhanced review and authorization by the Director of Education.
 - i. AI must not be used to replace established financial, human resources, procurement, or administrative controls, and all AI-supported outputs in these areas must be subject to existing approval and audit processes.
 - j. AI may support financial, operational, and HR functions such as drafting, analysis, planning, and reporting; however, final decisions and approvals must remain human-led.
 - k. AI-generated communications, whether internal or external, must be reviewed for accuracy, tone, and alignment with division standards prior to release.
 - l. AI use in operational systems is permitted only where outputs are validated for safety, accuracy, and feasibility before implementation.
 - m. AI use must support equity, inclusion, accessibility, and continuity of service, and must not create barriers or disparities across schools or communities.
 - n. School-based administrators and direct supervisors are responsible for communicating expectations, supporting implementation, and ensuring staff understanding of AI policies and procedures on an annual basis.
 - o. Staff are expected to participate in division-directed professional learning on ethical, instructional, and operational uses of AI.
 - p. The division will establish procedures for reporting misuse, managing incidents, and ensuring business continuity in the event of AI system failure or disruption.

- q. Procurement or licensing of AI tools requires approval from the Director authorities in accordance with procurement and IT governance processes.
 - r. AI tools will be categorized by risk level, with higher-risk applications requiring additional safeguards, oversight, and authorization prior to use.
11. Artificial Intelligence (AI), Wearables, Recording and Note-Taking Applications, and other Emerging AI Technologies
- a. Use of AI-enabled wearables, recording and note-taking applications, and other emerging AI technologies requires approval from the Principal and Superintendent of School Operations.
 - b. AI wearables, recording and note-taking applications, and emerging technologies must be used in consultation with school administration and division leadership as part of instructional or operational planning.
 - c. Use may be permitted based on course, assignment, or accommodation requirements, subject to prior approval.
 - d. AI wearable, recording and note-taking applications, and emerging technologies must enhance learning and engagement and not replace authentic student thinking or performance.
 - e. Misuse of AI wearables, recording and note-taking applications, and emerging technologies, including academic dishonesty or unauthorized use during classes, assessments, will be addressed in accordance with school and division academic integrity and applicable policies.

Reference: Leo XIV. (2026, May 15). *Encyclical letter **Magnifica Humanitas**: On safeguarding the human person in the time of artificial intelligence* [Encyclical letter]. The Holy See. <https://www.vatican.va/content/leo-xiv/en/encyclicals/documents/20260515-magnifica-humanitas.html>