

Artificial Intelligence (AI) Guidelines



Intention: This resource document provides Grande Yellowhead Public School Division staff with best practices and steps to consider when deciding to use artificial intelligence in the classroom or in the workplace.

While the information is targeted specifically to artificial intelligence systems, the following questions to be considered can be applied to any digital tool when deciding if it is suitable for use.

Artificial Intelligence in Five Steps

1 Understand the Foundations of Artificial Intelligence

Before implementing an AI tool, staff should develop foundational knowledge on how AI systems work. This ensures that tools are selected in an informed manner as the development of AI systems relies on data and can have unintended ethical implications.

Step One:

- ⚙️ How do AI systems work?
- ⚙️ What types of data are they trained on?
- ⚙️ What are the limitations of using AI?
- ⚙️ What opportunities exist by using AI?

2 Purpose of Using AI

Identifying the purpose behind implementing AI into the classroom or workplace is an important step as with any digital tool, we want to ensure we are putting the task before the tool.

Step Two:

- ⚙️ Why are you wanting to use an AI system?
- ⚙️ Will it be for student use or staff use?
- ⚙️ How does the AI system support the desired outcome?
- ⚙️ What task is being supported with the AI tool?
- ⚙️ Is the use of AI developmentally appropriate for the age group you are working with?

3 Terms of Use and Privacy Policy

As with any digital tool, it is incredibly important that users read and understand the *Terms of Use* and the *Privacy Policy* before implementing.

Step Three:

- ⚙️ Thoroughly read both the *Terms of Use* and *Privacy Policy*
- ⚙️ What are the age restrictions?
- ⚙️ How is user data handled?
- ⚙️ Does the platform train off of user data? i.e. prompts put in by users

- ⚙️ What personal identifiable information is collected and how is it used?
- ⚙️ Is there a cost?
- ⚙️ Does the *Privacy Policy* and/or *Terms of Use* refer to another company's policy? (If yes, reading of that document is required)

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Talk to Admin

As per AP-140, principals are responsible for knowing what digital tools are being used in their schools. This means that before a tool is used, the principal must have given the thumbs up for usage. Conversations will be different depending on your findings in Step One to Three, so be prepared to share your findings with your principal/supervisor.

Step Four:

- ⚙️ Discuss with your school admin whether or not this AI tool is appropriate for use
- ⚙️ Be prepared to share your findings from Step One to Three

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Inform the Tech Team

If the tool is not one of the platforms already approved by the Tech Team, staff must put in a Service Desk ticket to update the team of the AI tool in use.

Step Five:

- ⚙️ Put in a Service Desk Ticket outlining the AI tool

Artificial Intelligence Detecting

Educators may suspect that a student has used AI to complete an assignment, and although there are a few ways to digitally investigate, the best way to deal with this situation is to have a discuss with the student and other concerned stakeholders.

Many AI sites claim to identify if AI created a piece of work; however, please be aware that it has been proven that AI detection sites are not 100% reliable. *At this time, no algorithm can completely confirm whether or not something was written using AI. These sites can often produce false positives as they cannot fully verify whether something was written with AI or not.*

As a final caution, please ensure that if you choose to use an AI detection site, **do not** enter any personally identifiable information such as a student's name, email, etc.