



ICT: Artificial Intelligence (AI) Use Administrative Procedure 1.A.91

1.0 School Administration
1.A. Foundations

Board Governance Policy Cross Reference: 1, 2, 3, 6, 14

Legal Reference: *Public Schools Act; Safe Schools Charter; Freedom of Information and Protection of Privacy Act (FIPPA); Personal Health Information Act (PHIA)*

Administrative Procedure Cross Reference: *1.A.30 Code of Conduct; 1.A.101 ICT: Cell Phone Use; 1.A.102 ICT: Cyberbullying; 1.A.103 ICT: General Use; 1.A.105 ICT: Social Media; 3.A.10 Student Assessment*

Date Adopted: May 2026

Date Amended:

Evergreen School Division supports the responsible, ethical, and effective use of Artificial Intelligence (AI) technologies when they enhance teaching, learning, assessment, and operational efficiency. The intent of this procedure is to provide clear guidelines for the safe, equitable, and professional use of AI by staff and students.

Definitions

Artificial Intelligence (AI) refers to digital systems or tools that generate content, analyze data, identify patterns, make predictions, or provide automated suggestions. Examples include generative text tools, image generation systems, chatbots, automated comparison engines, and algorithmic analysis tools.

AI-Supported Assessment refers to the use of AI tools to assist educators in assessment *processes*—including organizing evidence, facilitating comparison, supporting moderation, or surfacing patterns—while the educator retains full responsibility for final evaluative decisions.

AI use must comply with all Division policies and procedures, including:

- 1.A.30 Code of Conduct
- 1.A.102 ICT: Cyberbullying
- 1.A.103 ICT: General Use
- 1.A.105 ICT: Social Media

Use must also comply with the *Public Schools Act; Workplace Safety and Health Act; Manitoba Human Rights Code*; and all privacy legislation.

General Guidelines

Use of AI within the Evergreen School Division must support a safe, respectful, equitable, and effective learning environment. Division-approved AI tools may be used to enhance

instructional capacity, improve efficiency, and support assessment processes, but it must not replace educator judgment.

Students and staff will be held accountable for their actions. Failure to comply with this procedure may result in loss of access, disciplinary action, or legal consequences.

ESD Rights and Responsibilities

Evergreen School Division reserves the right to:

- monitor the use of AI tools on ESD devices and networks;
- review, copy, store, restrict, or delete any AI-related digital activity deemed necessary;
- determine which AI tools are approved, restricted, or prohibited;
- take immediate action to address safety, privacy, or security concerns;
- limit or deny access to AI tools at the discretion of teachers or administrators.

ESD devices, networks, and digital services are the property of the Division. Users should not expect privacy when using ESD systems.

Acceptable Use of AI

Division-approved AI tools may be used to support learning and operational efficiency in ways that include, but are not limited to:

- planning, drafting, brainstorming, summarizing, or organizing information;
- generating prompts, questions, or ideas to support instruction;
- enhancing accessibility (translation, reading support);
- educator-led assessment processes, moderation, or evidence organization, *provided the educator maintains full evaluative authority*;
- supporting administrative tasks such as communication drafting, scheduling, or data organization.
- Supporting data analysis, when verified by the user and protecting privacy information

All AI-generated content must be reviewed and verified by the user.

Unacceptable Use of AI

AI use includes, but is not limited to, the following prohibited activities:

- uploading or entering student work, personally identifiable information or confidential information into unapproved or public AI tools;
- allowing AI to assign grades, marks, or final evaluative decisions;
- generating discriminatory, biased, harmful, or inappropriate content;
- misrepresenting AI-generated work as original student work;
- using AI to circumvent learning outcomes or academic integrity;
- using AI tools not approved by ESD;
- violating any local, provincial, or federal law.

Responsibilities

All Staff and Students

- use only Division-approved AI tools;
- never upload student work, personal information, or confidential data into public AI platforms;
- respect intellectual property (IP) rights when sharing or generating content;
- AI is a tool to support planning, drafting, brainstorming, and communication - it should not be used to replace judgement;
- proofread, verify, and adapt AI-generated content for accuracy, context, and tone;
- fact-check outputs, especially when using AI for complex research or communication;
- understand that AI consumes energy and resources - use intentionally to avoid unnecessary use;
- be aware that AI is trained on data that reflect systemic bias, privilege, and inequities;
- report safety, privacy, or misuse concerns.

Staff

- clearly communicate expectations for student AI use;
- maintain professional judgement in all assessments;
- critically evaluate all AI-generated output for accuracy, equity, and appropriateness;
- obtain informed consent before using AI to support assessment processes;

Students

- use AI tools only when permitted by teachers and state when and how AI has been used to assist with student work when and if its use has been permitted;
- follow academic integrity and responsible use expectations;
- use AI in ways that enhance, not replace, learning.

IT Services

- evaluate AI tools for privacy, security, accessibility, and compliance;
- maintain and publish an approved AI tools list;
- support staff through training and guidance.

Administrators

- support the consistent implementation of this procedure;
- guide staff in ethical, transparent, and safe AI use.

Other

AI systems may expose users to bias, inaccuracies, or harmful content; users must exercise caution.

Attempts to bypass filters, safeguards, or approved systems—such as by using VPNs or unapproved AI tools—are strictly prohibited. Students and staff are advised that AI tools may produce incorrect, biased, or harmful outputs, and all content should be evaluated critically.