Administrative Procedure 148

ARTIFICIAL INTELLIGENCE IN EDMONTON CATHOLIC SCHOOLS

Background

The Catholic faith emphasizes the inherent dignity of every human person, created in the image and likeness of God. Catholic schools should approach AI with both openness and discernment, ensuring its use aligns with the Church's mission to promote human dignity, truth, and the common good. As Pope Francis has noted, technology must never replace the human heart and conscience but rather support a more humane and ethical world.

In his message for the 58th World Day of Social Communications in 2024, Pope Francis highlighted the need for "the wisdom of the heart" in guiding the development and use of AI. He cautioned that while AI can be a powerful tool, it should not replace human decision-making or erode human dignity. He stated that "we would condemn humanity to a future without hope if we took away people's ability to make decisions about themselves and their lives, by dooming them to depend on the choices of machines."

This Administrative Procedure provides direction for the responsible, ethical, and informed use of Artificial Intelligence (AI) within the Division. Artificial Intelligence, when used appropriately and in alignment with Catholic teachings, has the potential to enrich educational quality, support personalized learning, foster student achievement, facilitate work processes and equip staff and students with digital citizenship skills in a world increasingly influenced by AI.

Definitions

Artificial Intelligence (AI): Computing systems that engage in human-like processes such as learning, adapting, synthesizing, self-correcting, and using data for complex processing tasks.

Generative AI: AI tools trained on massive sets of data that can generate text, images and video that are realistic and human-like.

Predictive AI: AI tools used to make recommendations based on past actions and forecast future needs and wants.

Procedures

1. Student Responsibilities

    Students may utilize Division approved AI systems and tools to support their learning when directed or permitted by the teacher. Such use must align with the intended learning outcomes, contribute meaningfully to the development of knowledge and understanding, and reflect the values of integrity, responsibility and respect inherent in Catholic education.

1.1 When using AI for educational purposes, the student shall:

1.1.1 Be responsible for the content they create, submit, or distribute through the use of AI;

1.1.2 Use Division approved AI tools in accordance with their teachers' instruction and guidance and in a manner that supports academic integrity; and,

1.1.3 Use AI responsibly and in accordance with the Student Responsible Use Agreement and any applicable Student Code of Conduct, including the following prohibited uses of AI:

1.1.3.1 **Bullying/Harassment**: The use of AI tools to manipulate media for the purposes of bullying, harassment, or intimidation is strictly prohibited. Students shall engage with these tools in a manner that aligns with the Division's commitment to providing students and staff a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, demonstrates high standards of academic integrity, and utliizes them solely for appropriate educational purposes.

1.1.3.2 **Plagiarism and Cheating**: Students shall not copy or otherwise present as their own work from any source including generative AI.

2. Teacher Responsibilities

Teachers, as faith-filled witnesses and professional educators, retain primary responsibility for the core functions of instruction, mentorship, assessment, and the holistic support and inspiration of student learning. Artificial Intelligence tools may be used to enrich and support professional practice; however, they must never replace the essential role of human judgment, pedagogical expertise and the relational dimension of Catholic education.

2.1 When using AI for educational purposes, the teacher shall:

2.1.1 Ensure responsible use of Division-approved AI tools and clearly communicate if, when and how AI tools will be used in their classrooms.

2.1.2 Check for potential bias and inaccuracies when generating teaching and learning materials using generative AI.

2.1.3 Acknowledge the use of Artificial Intelligence in the development of teaching and learning resources by providing proper citation using a recognized academic citation style such as MLA or APA.

2.1.4 Provide students with meaningful, developmentally appropriate opportunities to build critical thinking skills and competencies related to the use and understanding of Artificial Intelligence.

2.1.5 Refrain from relying solely on AI tools to assess or evaluate student work, including grading or determining levels of achievement, as these tasks require professional judgment informed by authentic evidence of learning.

2.1.6 Refrain from relying upon technologies that claim to detect the use of generative AI for the purposes of identifying academic dishonesty or plagiarism, due to the unreliability and potential inaccuracy of such tools.

2.1.7 Address concerns regarding the use of AI in student work through one-on-one conversation with the student. All assessment must align with Administrative Procedure 360 - Assessment, ensuring that the student's grade reflects relevant, consistent and recent evidence of learning and achievement.

3. Staff Responsibilities

All staff within the Division are expected to uphold the ethical standards and values rooted in the Division's Catholic identity. The use of Artificial Intelligence tools must demonstrate a commitment to moral responsibility, transparency, and respect for the dignity of the human person. While these tools may support professional practice, they must never replace human judgment, expertise or the relational and ethical foundations that guide our work in Catholic education.

3.1 Division staff shall:

3.1.1 Verify the accuracy and reliability of AI generated information through careful fact-checking before sharing or submitting it. It is the responsibility of staff to critically evaluate AI generated content and correct any bias, errors, or misleading information.

3.1.2 Ensure that the personal information of any individual including but not limited to Division students, parents, staff and volunteers is not disclosed or otherwise made available by staff for utilization by Artificial Intelligence tools and at all times act in accordance with Administrative Procedure 180 - Freedom of Information and Protection of Privacy. Furthermore, Division staff must ensure that any instances where the use or disclosure of personal information noted above may not have been authorized are reported to the Division as per the provisions of Administrative Procedure 180 - Freedom of Information and Protection of Privacy.

3.1.3 Ensure that information and/or data owned or related to the Division, including confidential information regarding Division operations, is not disclosed or otherwise made available by staff for utilization by Artificial Intelligence tools.

3.1.4 Ensure AI-generated content complies with fair use, copyright laws and Division procedures, including Administrative Procedure 190 - Use of Copyrighted Materials. Proper citation must be given when incorporating existing works and all content must be original or appropriately licensed.

3.1.5 Ensure no personal information, data or other information pertaining to staff, students, parents, volunteers or other individuals, or Division business or

operations is uploaded into AI platforms and tools without proper authorization and full compliance with data security protocols.

    3.1.6 Participate in ongoing professional learning related to Artificial Intelligence to ensure they are equipped with the knowledge and skills necessary to responsibly utilize emerging technologies within the scope of their role in the Division.

4. Principal Responsibilities

Principals are responsible for ensuring the ethical integration of AI tools and instructional practices, upholding compliance with administrative procedures, and cultivating Catholic learning environments where human dignity, professional judgment, and moral discernment remain central to all decision-making processes.

  4.1 In addition to those responsibilities set out in Article 3, the principal shall:

    4.1.1 Ensure all students have fair and reasonable access to emerging technologies, including AI, so no student is left at a disadvantage due to limited resources.

    4.1.2 Ensure AI use in their school aligns with school and Division educational priorities and goals.

    4.1.3 Facilitate professional learning for staff in the safe, ethical and effective use of AI tools in teaching and learning.

    4.1.4 Communicate the expectations on the use of AI to students and parents, including prohibited use outlined in Article 1. Schools will communicate these expectations within their Student Code of Conduct, in accordance with Administrative Procedure 351 - Student Code of Conduct.

    4.1.5 Support ongoing education in digital citizenship, including the integration of AI into the curriculum appropriate to the students' age and learning needs.

    4.1.6 Ensure teacher AI use complies with the professional standards of the teaching profession and all responsibilities outlined in Article 2.

5. Division Responsibilities

The Division is responsible for guiding the ethical, responsible and purposeful use of Artificial Intelligence in alignment with Catholic teachings and the Division's mission. This includes establishing clear expectations, providing professional learning, and ensuring that the use of AI upholds human dignity, protects student and staff privacy and supports, rather than replaces, human judgment, relationships and professional expertise.

5.1 The Division shall:

5.1.1 Acknowledge that the responsible use of AI may vary depending on educational and operational contexts and shall guide its application accordingly.

5.1.2 Provide appropriate training, resources and ongoing support to promote the ethical and informed use of Artificial Intelligence by both students and staff.

5.1.3 Advise Division staff that any use of AI must comply with any and all legal obligations so as to adequately protect the collection of, access to or disclosure of personal information of individuals including students, staff, parents and volunteers, as well as protect information and/or data owned by or related to the Division operations, including confidential information.

5.1.4 Evaluate and approve Artificial Intelligence tools for Division use in alignment with Privacy and Security Impact Assessments undertaken internally by the Division, applicable legislation, Administrative Procedures, and ethical principles, including but not limited to privacy laws. In order to be approved, Artificial Intelligence tools must clearly disclose how personal information is collected, used, stored and shared and the Division may require additional information from tools being evaluated in order to appropriately assess the impact upon the privacy of personal information of students, parents, staff and other individuals. The evaluation of AI tools will also consider any and all impacts upon the security of Division assets, including but not limited to IT infrastructure and systems.

Adopted: March 3, 2026

Reference: Education Act, Sections 11, 16, 31, 32, 33, 35.1, 51, 52, 53, 54, 196, 197, 222, 256