



DCDSB Artificial Intelligence Guidelines

Artificial Intelligence (AI) can be a valuable tool for enhancing student learning and well-being. When roles and responsibilities are clearly outlined, students are set up to succeed. The following guidelines have been created to support an equitable, inclusive, and effective framework for AI in the Durham Catholic District School Board (DCDSB).

Artificial Intelligence Definition

An AI system is a computer-based tool that can perform tasks typically requiring human intelligence, such as understanding language, learning from experiences, and solving complex problems. Generative AI tools can generate new content such as text, images, audio and video, based on user prompts.

Artificial Intelligence in Education

Gen AI should augment, not replace, the human element in teaching. AI in Catholic schools should enhance learning, be used responsibly with human oversight, protect privacy, and promote fairness. Its use must align with Catholic values, support ethical reflection, and uphold dignity, justice, and the common good.

1) Reinforcement of Learning

- **AI use can be beneficial:** AI tools used in the classroom should support the diverse needs of students and educators, enhancing learning experiences and outcomes.
- **AI use should be justified and proportionate:** Implement AI in settings where it addresses specific teaching and learning challenges.
- **AI use should be transparent:** All stakeholders should have a clear understanding about how AI tools are being used in the learning process, fostering trust.

2) Building Responsibility

- **AI use should be accountable and responsible:** Human oversight is essential in the use of artificial intelligence for teaching and learning to ensure that AI produced content is valid, reliable and appropriate.
- **AI use should be safe and secure:** Protect personal and sensitive information by adhering to privacy laws and policies, minimizing risks associated with data collection and use.

- **AI use should be human rights affirming and non-discriminatory:** Use AI in ways that promote opportunity, equity and fairness for all.

3) Spiritual Integration

- **AI use should be aligned with Catholic values:** AI use must be used with a sense a purpose and gratitude to promote the common good of the community.
- **AI use should support the Catholic Graduate Expectations:** Reflect on the ethical implications of AI, ensuring that its application aligns with the moral teachings of the Catholic faith.
- **AI use should promote Catholic Social Teachings:** Incorporate principles of justice and respect for human dignity into the use of AI systems, fostering inclusive and supportive thinking.

Tips for Educators

The following tips for educators will help to inform the use of Artificial Intelligence that supports student learning and student success.

- 1) **Focus on Enhancing Learning:** Use AI as a supportive tool along with other resources to enhance your professional practice, fostering critical thinking and creativity in students. AI can be integrated into your lesson planning to create diverse and engaging learning materials and personalized educational experiences for students.
- 2) **Prioritize Ethical Use:** Ensure AI does not replace your unique voice and expertise. Be honest about your use of AI and its role in lesson development, properly citing AI-generated content when appropriate.
- 3) **Promote Equity and Justice:** Be aware of potential biases in AI-generated content. Challenge these biases by critically evaluating the information generated. Ensure AI is used with integrity and compassion, while respecting human dignity as informed by Catholic values.
- 4) **Safeguard Privacy and Security:** Protect everyone's privacy and safety by not sharing personal details like names, photos, numbers (e.g. OENs), contact information, and passwords when using AI tools. Use only AI tools approved by the school board and be mindful of the information you input into these tools.

Tips for Students

The tips for students below are to cultivate positive attitudes toward homework and set students up for success.

- 1) **Enhance Your Learning:** AI can help you achieve more and discover new opportunities but rely on your own efforts to truly understand and learn. Utilize AI

tools, where appropriate, to support your learning and creativity. Talk to your teacher(s) about how and when tools such as AI can be used.

- 2) **Use AI Ethically:** Treat AI as a thought partner to help generate or expand on ideas but ensure it does not replace your unique voice. Own your learning by being clear and honest about AI's role in your work. When AI use is approved, properly cite its contributions.
- 3) **Challenge Biases:** Be aware that AI may present biases. Use critical thinking, informed by faith, to evaluate AI-generated content and talk to an educator if you encounter any biases. Use AI with integrity and compassion, respecting human dignity.
- 4) **Protect Privacy and Security:** Safeguard your privacy and safety by not sharing personal details like names, numbers, and passwords when using AI tools. Be mindful of the information you input into AI tools and avoid sharing sensitive data.

Tips for Families

The following tips for families provide parents, guardians and caregivers with ideas to support their children when completing schoolwork and how they can instill positive mindsets.

- 1) **Promote Critical Thinking:** If AI used, encourage your child to select tools that support their learning, and to think critically about the accuracy of information provided. Help them understand the value of verifying AI-generated content and relying on primary sources.
- 2) **Encourage Ethical Use:** Be informed about the terms of use of AI platforms, including age restrictions on their use. Discuss with your child the importance of using AI as a tool to enhance their learning and creativity, not to replace their own efforts. Emphasize the need for honesty and transparency, with proper citation of AI-generated content or contributions.
- 3) **Address Biases:** Talk to your child about potential biases in AI-generated content. Encourage them to question and challenge any biases they encounter and to discuss these with their family, educators, and peers.
- 4) **Ensure Privacy and Security:** Help your child understand the importance of protecting their privacy and security when using AI tools. Remind them not to share any personal details about themselves or others, such as names, numbers, and passwords, and to use only school-approved AI tools when available.

Version History

Due to the rate at which AI changes, these guidelines will be reviewed and updated regularly. The 'Version History' table below will provide users with an at-a-glance view of changes that were made since their last viewing.

Edit Date	Version	Revisions
7/8/25	2025.01	- First Release