

Introduction

As artificial intelligence (AI) becomes an increasingly powerful tool in education, our district is committed to guiding its use in ways that support learning, creativity, and responsible digital citizenship. We're excited about the opportunities AI offers to enhance teaching and empower students, but we also recognize the importance of using it thoughtfully and ethically. To support this, we've developed a set of guidelines that outline our core principles, expectations for students and staff, approved tools, and how to properly cite AI-generated content. These guidelines are designed to help everyone in our learning community use AI with confidence, integrity, and purpose.

Contents

Introduction.....	1
Artificial Intelligence Guiding Principles	2
Truth and Reconciliation.....	3
Equity of Access	3
Wellness	3
Learning	3
Educator Guidelines for AI Use.....	4
Protect Data and Privacy	5
Prioritizing Learning	5
Transparency	5
Accuracy and Bias	5
Responsible Use.....	6
Professional Learning	6
SD57 Student Guidelines for AI Use.....	6
Student Eligibility	7
Protect Your Privacy	7
Keep it Human	7
Focus on Learning.....	7
Think Critically	7
Use AI Respectfully	8
Be Honest.....	8
SD57 Approved AI Programs	8
Microsoft Copilot.....	9
Acceptable Use of Copilot for Staff.....	9
Unacceptable Use of Copilot for Staff.....	9
Using Copilot for Staff.....	10
Acceptable Use of Copilot for Students.....	10
Unacceptable Use of Copilot for Students	11
Using Copilot for Students.....	11
Citing Your Sources When Using AI	11
What is a Citation?	12
When to use a Citation	12
AI Generated Text / Image: MLA Style	12

AI Generated Text / Image: APA Style	12
Permissible Use of AI	12
PAGEREF_Toc201321102 \h Information for Parents and Caregivers (Link)	13

Artificial Intelligence Guiding Principles

Truth and Reconciliation

As we integrate AI tools into our schools, we recognize our responsibility to honour Indigenous perspectives, languages, and ways of knowing. AI must never perpetuate harmful stereotypes or silence Indigenous voices. We commit to thoughtfully incorporating Indigenous content that has been shared with proper permission and used in culturally appropriate ways. We commit to partnering openly with Indigenous communities as we develop our AI practices, ensuring their voices guide our decisions. We commit to using AI as an opportunity to help students engage with Canada's true history and contribute meaningfully to reconciliation through education that celebrates Indigenous knowledge and wisdom.

Equity of Access

AI has the potential to break down barriers and create more equitable learning opportunities for all our students. We commit to ensuring that all students, including Indigenous learners, students with diverse abilities, and children and youth in care have meaningful access to these tools and the support they need to succeed. We commit to designing AI experiences where every student can participate fully and contribute their unique perspectives. We commit to providing ongoing professional development opportunities for our staff and partnering with families to help them understand how AI can support their child's unique learning journey. We commit to using AI to open doors and create opportunities rather than new obstacles, helping every learner reach their potential.

Wellness

Student well-being remains at the heart of everything we do, including how we use AI. We commit to prioritizing mental health, emotional safety, and privacy in all our AI applications while honouring the dignity of every student. While AI can be a powerful learning tool, it will never replace the caring relationships between students and educators that are essential to healthy school communities. We commit to using AI to support teachers in creating balanced, nurturing learning environments. We commit to working with our community to establish clear guidelines for safe and ethical AI use.

Learning

AI opens exciting possibilities for transforming how students engage with learning through creative thinking, problem-solving, and exploration of ideas. We commit to using AI tools that help students access diverse perspectives, simulate complex scenarios, and engage with interactive content that makes learning come alive. We commit to ensuring AI enhances critical thinking by encouraging students to question, analyze, and evaluate rather than simply accept. We commit to fostering collaboration between students and teachers as they discover innovative ways to use AI responsibly, keeping families informed while preparing students for a future where AI literacy is essential.

Educator Guidelines for AI Use

AI is a valuable tool that can enrich teaching practices and help simplify everyday tasks for educators. When used thoughtfully, it has the potential to strengthen effective pedagogy.

Protect Data and Privacy

Privacy

- ⇒ AI tools collect and store user information (location, account details, interaction history)
- ⇒ AI companies use this data to improve services and products
- ⇒ Read Privacy Policy before using any AI tool to understand data handling
- ⇒ Never input your or other's personal, sensitive, or confidential information into AI tools
- ⇒ Anonymize data first: remove names, use initials or pseudonyms
- ⇒ Consult administrator or privacy officer when uncertain

Content

- ⇒ Consider permission, ownership, and appropriate use before submitting content
- ⇒ Ensure you have rights to share or repurpose material
- ⇒ Avoid uploading confidential, copyrighted, or limited-use materials
- ⇒ Cite sources and respect licensing agreements or creative commons permissions
- ⇒ Seek guidance if unsure about material appropriateness

Approved Tools

- ⇒ Microsoft Copilot
- ⇒ Provides a higher level of data protection when signed into SD57 Microsoft account

Other Tools

- ⇒ ChatGPT, Gemini, and Claude are not officially approved for SD57 use
- ⇒ Educational AI tools, such as MagicSchool, Brisk, Diffit, also require extra caution
- ⇒ Third-party platforms lack same security protections as Copilot in the district tenant: review privacy policies if choosing to use them

Prioritizing Learning

- ⇒ Use AI to enhance teaching practice while maintaining professional expertise
- ⇒ AI should complement, not replace, pedagogical knowledge and judgment
- ⇒ Use for lesson planning, generating activity ideas, or administrative tasks
- ⇒ Review and adapt AI output to meet specific student needs and learning objectives
- ⇒ Continue relying on professional experience for instructional decisions
- ⇒ Use AI to streamline tasks or spark creativity

Transparency

- ⇒ Document when and how AI-generated content is incorporated into teaching materials
- ⇒ Acknowledge AI use like citing any other source
- ⇒ Clearly indicate AI-generated portions when sharing materials with other educators

Accuracy and Bias

- ⇒ Always verify AI-generated content before use - AI can produce credible-appearing but incorrect information
- ⇒ Be cautious with subject specific information: cross-check facts, dates, statistics, and references with reliable sources
- ⇒ Examine AI materials for cultural, gender, racial, or other biases
- ⇒ Ensure examples and scenarios are inclusive and culturally sensitive
- ⇒ Consider whether content presents balanced view appropriate for educational context

Responsible Use

- ⇒ Adhere to SD57 policies and professional teaching standards
- ⇒ Avoid AI for tasks requiring personal professional judgment (student evaluations, parent communications, disciplinary decisions)
- ⇒ Consider ethical implications (authenticity, fairness, impact on student learning)
- ⇒ Be mindful of copyright and intellectual property rights
- ⇒ Maintain expertise and professional integrity
- ⇒ Use AI to enhance teaching in ways that serve students' best interests

Professional Learning

- ⇒ Engage in ongoing professional development as AI technology evolves
- ⇒ Understand new tools, best practices, and emerging research
- ⇒ Share experiences with professional learning community
- ⇒ Learn from others' successes and challenges

SD57 Student Guidelines for AI Use

Student Eligibility

- ✓ Only students in **Grade 8 and above** are permitted to use school-approved AI tools such as Microsoft Copilot.
- ✓ Ensure students have the digital responsibility needed to be safe and use AI tools effectively.

Protect Your Privacy

- ✓ Use only school-approved AI platforms (SD57 has approved Microsoft Copilot)
 - ✓ Keep personal details private (no full name, address, phone number, personal information)
 - ✓ Ask your teacher before uploading any photos or documents with sensitive information
- ! AI conversations may be stored or reviewed: treat AI interactions like any online activity where privacy matters

Keep it Human

- ✓ Only use AI when your teacher permits and for approved tasks
 - ✓ Use AI to get started or find ideas, then add your own thoughts
 - ✓ Don't let AI do all the work - read, think, and make it your own
 - ✓ Keep talking with classmates and asking teachers for help
- ! Human connections teach skills AI can't (understanding feelings, creative problem-solving)

Focus on Learning

- ✓ Goal is to learn and grow, not skip thinking and understanding
 - ✓ Explore ideas and understand difficult concepts
 - ✓ Ask questions and get explanations when stuck
 - ✓ Use AI as a learning partner to think deeper
- ! Don't use AI as a shortcut to do homework for you or to avoid learning

Think Critically

- ✓ AI can make mistakes - think carefully about information it gives you
- ✓ Fact-check AI answers using reliable sources (textbooks, school databases, trusted websites)
- ✓ AI can have bias or give outdated/false information
- ✓ Don't accept AI answers as automatically correct - treat as starting point to verify
- ✓ Develop critical thinking skills for all information sources (AI, internet, books)

- ! Ask yourself:
 - Does this make sense?
 - Does it match what I've learned?
 - Are there other viewpoints?

Use AI Respectfully

- ✓ Use AI in ways that are kind, honest, and helpful
- ✓ Apply the same respect and kindness rules from classroom and community
- ✓ Digital choices show who you are - Use AI as a tool that reflects your best values and character
- ✗ Never create content that hurts, bullies, or targets others
- ✗ Don't make fake images, mean messages, or spread false information about people
- ✗ Don't use AI to create or share misinformation or rumors

Be Honest

- ✓ Only use AI when your teacher approves and follow their specific rules
- ✓ Always tell your teacher when and how you've used AI
- ✓ Be clear about what parts AI helped with vs. your own work
- ✓ Cite AI use like any other source or tool in your work
- ✓ Teachers need to see your thinking to help you improve
- ! Being upfront about AI use shows integrity and creates a fair learning environment

SD57 Approved AI Programs

Microsoft Copilot

When signed into your SD57 Microsoft account, Copilot keeps your data more secure within the school district's system. Although this ensures better privacy and control of your data, it is still very important that you do not enter any private, personally identifiable information into Copilot.

Acceptable Use of Copilot for Staff

Microsoft Copilot AI can be a beneficial partner in your work flow. In all of the examples below, ensure that you never enter personal, private information.

Lesson Planning & Curriculum Design

- Generate lesson plans tailored to specific grade levels and subjects.
- Adapt content for diverse learning needs (e.g., ELL, IEP accommodations).
- Create engaging activities, quizzes, and discussion prompts.
- Align lessons with curriculum standards (e.g., BC Curriculum).

Assessment & Feedback

- Draft rubrics for assignments and projects.
- Generate sample answers or exemplars for assessments.
- Create differentiated assessments for varied learning levels.

Professional Development

- Summarize educational research or articles.
- Translate educational jargon into plain language.
- Draft emails, memos, or newsletters.

Student Support

- Suggest strategies for classroom management or student engagement.
- Provide ideas for supporting students with specific learning needs.
- Generate parent communication templates (e.g., progress updates).

Technology Integration

- Create tutorials or guides for using digital tools in the classroom.
- Generate ideas for integrating AI into student learning activities.
- Help troubleshoot common tech issues or draft how-to instructions.

Administrative Tasks

- Draft permission slips, announcements, or policy documents.
- Summarize meeting notes or generate agendas.

Unacceptable Use of Copilot for Staff

Breaching Privacy

- Inputting sensitive information into Copilot or any AI tool not approved by the district.

Bypassing Professional Judgment

- Evaluating student assignments

- Evaluating resumes or contracts
- Relying on Copilot to assess student or staff performance.
- Using AI-generated feedback or grades without verifying accuracy or fairness.

Violating Academic Integrity

- Generating entire lesson plans, assignments, or assessments and presenting them as original work without review or adaptation.
- Using Copilot to write research papers or grant applications without proper attribution.

Ignoring School or District Policies

- Using Copilot in ways that breaches SD57 Acceptable Use Policy.
- Failing to disclose AI use.

Using Copilot for Staff

1. Input your prompt. Be clear about what you are expecting as a result. The acronym “RACE” can help your prompting to give better results.
 - **Role** – define who or what you want the AI to be
 - **Action** – state what task you want the AI to do
 - **Context** – provide any background information that may help AI do its job
 - **Expectation** – specify the final output format, style etc.

Example: You are a grade 9 science teacher. You need to create a lesson plan on cell division. The students enjoy hands on activities. The lesson plan should be 60 minutes long and be written in point form.
2. Read the response from Copilot.
3. Choose to use or refine prompt
4. Use the generated response as a starting point to manually tweak and add your voice.

Acceptable Use of Copilot for Students

Student Eligibility for Use

Microsoft Copilot is approved for student use beginning in **Grade 6**. Students below this grade level are not authorized to independently use AI tools. Educators are responsible for ensuring age-appropriate use and for guiding students in the safe and ethical application of AI technologies.

School Support

- Brainstorm ideas for essays, stories, or projects.
- Get help outlining or organizing written work.
- Understand scientific terms, formulas, or processes.
- Create study guides or diagrams.
- Break big tasks into smaller, manageable steps.
- Create outlines or scripts for presentations.
- Get help designing slides or visual aids.
- Analyze data.

Studying & Homework Help

- Get explanations of difficult concepts in simple terms.
- Generate practice questions or flashcards for studying.
- Translate or rephrase confusing instructions.

Unacceptable Use of Copilot for Students

- Inputting sensitive information into Copilot or any AI tool not approved by SD57.
- Always review and edit Copilot's suggestions. Don't use AI to generate entire assignments without revising them.
- Using Copilot in ways that breaches SD57 Acceptable Use Policy.

Using Copilot for Students

1. Input your prompt. Be clear about what you are expecting as a result. The acronym "RACE" can help your prompting to give better results.
 - **Role** – define who or what you want the AI to be
 - **Action** – state what task you want the AI to do.
 - **Context** – provide any background information that may help AI do its job
 - **Expectation** – specify the final output format, style etc.

Example: You are a grade 9 student. You need to review vocabulary about cell division. Create vocabulary cards for the vocabulary terms. Include the word, picture and definition.

2. Read the response from Copilot.
3. Choose to use or refine prompt
4. Use the generated response as a starting point to manually tweak and add your voice.

Citing Your Sources When Using AI

What is a Citation?

A citation is a way to show where you got your information from. It gives credit to the source, such as a book, article, website, or in this case, an AI tool, that created the idea, image, or words. Citing your sources is like saying “I didn’t make this up, here is where I found it!” Citations help others find the same source, they show what you’ve done your research, and that you are being honest in your work.

When to use a Citation

You should cite your use of AI any time you use AI to help you with your planning, ideas or work. Make sure to follow the guidelines regarding AI use.

AI Generated Text / Image: MLA Style

“Prompt in quotes” with the word prompt after.

The AI tool used

Version of AI tool used

Publisher of AI tool

Date you generated the prompt,

URL of AI tool

“Description of the prompt,” prompt. *Name of AI tool*, Version, Publisher of AI tool, Date generated, URL.

Example:

“Identify 5 topics to use in an essay about Ancient Egypt” prompt. *Microsoft Copilot*, GPT-4o, Microsoft, 20 June 2025, copilot.microsoft.com.

AI Generated Text / Image: APA Style

Publisher of the AI tool.

(Year you used the AI tool).

The AI tool used.

Version of AI tool used

[Description of the tool used] For example: Large Language Model for text, AI Image Generator

URL of AI tool

Publisher of tool. (year). *Tool used* (Version) [Description of tool]. URL

Example:

Microsoft. (2025) *Microsoft Copilot*, GPT-4o, [Large Language Model]. copilot.microsoft.com.

Permissible Use of AI

Level of AI Use	Full Description	Example	Citation Required
No AI Use	- You may not use AI to complete any part of this assignment. - The work must be all of your own.	Complete the assignment without AI	N/A
Idea Starter	You can use AI to brainstorm, generate ideas, and develop outlines	"I need to write a short story about overcoming challenges, but I'm stuck on ideas. Can you suggest different character types and situations I could explore?"	Yes
Feedback Helper	You can use AI to edit your original work, get feedback on how to refine or revise your work	"I wrote a first draft of my paragraph about renewable energy. Can you read it and give me suggestions on what I could fix or make better?"	Yes
Work Partner	- You can use AI as a partner on all aspects of your work. - You must check for accuracy	"I'm working on a project about the causes of World War I. Can you help me research the main causes, organize my outline, and suggest how to structure my presentation?"	Yes

Information for Parents and Caregivers

(Link)

Information for Parents and Caregivers



All about artificial intelligence

Why is everyone talking about artificial intelligence?

Artificial Intelligence, or AI, is becoming a more regular part of our daily lives, making many tasks easier and quicker. If you've been curious about what AI is, you're not alone. Think of AI as a computer program that learns from information it already has and uses that information to solve problems and create materials. Just like we learn from our experiences, AI learns from the information it's given and the questions (or prompts) it's asked.

You encounter AI in things like your phone's voice assistant, which can answer questions or set reminders. It's behind the suggestions you get on streaming services, recommending shows you might like. AI also works in chatbots on websites and generative AI tools that create written, audio, or visual content.

Will AI impact my child's learning?

As AI is becoming more common, you may have questions about how AI will impact your child in and out of school. AI may or may not be used in your child's classroom. It's okay to be curious (or uncertain) about changes in technology. It's also important to ask questions about these changes to help you and your child understand how they might impact learning. The good news is that the skills being taught in BC classrooms today are designed to prepare all students with the tools they need to thrive both today and in a future where AI-related skills may be important in many jobs.

As technology changes, students must learn the skills to keep up. The BC curriculum helps students learn the competencies and digital skills they need for today's world. BC's curriculum also teaches the Core Competencies, which are the thinking, personal, and social skills your child needs to ensure that they use technology safely and responsibly. What your child learns today will ensure that they have skills for the future, like digital literacy, critical thinking, and problem-solving.

AI terms to know:

- **Algorithms** are like a recipe for a computer. They provide a step-by-step guide for computers, telling them exactly what to do to solve a problem or complete a task.
- **Artificial intelligence (AI)** is a digital tool that uses data to learn, solve problems, and make decisions — things that usually only people can do.
- **Bias in AI** is when the computer makes inaccurate or unfair choices because it learned from incomplete data. It's like learning to play a game but with only some of the rules.
- **Data privacy** is keeping your personal information safe online from others who shouldn't see it.
- **Digital literacy** is the ability to use technology and the internet wisely. It's having the skills to access, understand, evaluate, and share information online.
- **Generative AI** is a technology-based tool that can independently create content, like writing or art, on its own.

Information for Parents and Caregivers



BRITISH
COLUMBIA

What might my child learn about AI in school?

At school, your child will learn about digital literacy, digital tools, and how to use tech safely and responsibly.

Understanding AI is important in today's world. Teachers will have different ways to share this learning with your child. Most learning is covered in two parts of the curriculum: Career Education and Applied Design, Skills, and Technology. In these subjects, your child will learn to make sure the information they find, and use is reliable. There are other subjects that may also build your child's digital skills. Your child may learn about how digital tools work, how computers make decisions, and how issues like fairness, privacy, and ethics are part of staying safe online. Learning about AI can help students make informed choices about when they may want, or not want, to use AI tools.

Will AI tools be used in my child's school?

Whether or not AI tools are used in your child's school will vary from classroom to classroom. Some teachers may use AI tools in different ways to support learning. If your child has a disability or diverse ability, it may be decided that an AI tool can be used to support them. If you're curious about how and when AI tools are used in your child's classroom, ask your child's teacher or principal for more information.

When it comes to assignments, some teachers may allow students to use AI tools for specific tasks. However, it's important for students to ask their teachers for permission and guidance before using AI tools in their work. Just like a calculator can be a helpful tool in mathematics, AI may be another kind of tool used in some classrooms.

How can I encourage safe and responsible use of technology at home?

AI has elements that parents and caregivers should know about, just like with any other digital tool. Privacy is important—and knowing how AI uses personal data, where it's kept, and who gets to see it is the best way to protect your privacy. Sometimes, AI can be biased, unfair, and inaccurate. It's important to be aware of this so you can spot it and help your child do the same.

It's also important to grow your child's digital literacy skills. While teachers will provide some of these learning opportunities at school, if your child is using digital tools, it's equally important to strengthen them at home.

Why is digital literacy important to my child's learning?

Digital literacy goes beyond just knowing about AI; it's about using all tech wisely. If your child uses digital tools, they should know how to search the internet and to make sure what they find is reliable. They'll also need digital literacy skills to create and share information safely, protect their personal details, use social media wisely, and communicate responsibly. Learning these skills now will help your child make smart choices both online and offline.

How can I support my child's learning at home?

To help your child use digital tools, which could include AI, safely and responsibly, you can develop their digital literacy skills at home. Here are a few key skills you may want to encourage with your child at home:

- Keeping personal information (like name, age, and address) private online
- Using the internet safely and avoiding websites they should not access
- Recognizing and avoiding online scams
- Knowing what to do when they see something unsafe online
- Thinking about possible effects before sharing online
- Thinking carefully about what they see online and understanding that AI can change pictures, videos, audio recordings, and words
- Knowing that AI tools might make mistakes or be biased, unfair, and inaccurate
- Understanding that using other people's work without permission (plagiarism) is not okay
- Mentioning where they sourced information from if they used AI tools for their schoolwork

Contact Us



studentlearningbranch@gov.bc.ca



[Digital Literacy and the Use of AI in Education](#)