

GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

This Policy is intended to serve as a framework for the acquisition, responsible and ethical use of software that meets the definition of Generative Artificial Intelligence as defined and discussed in [Administrative Procedure 142 – Use of Generative Artificial Intelligence \(AI\)](#).

The Board of Education recognizes the potential benefits of Generative AI Tools in the education sector. These tools can help students and educators in various ways, such as improving learning outcomes, enhancing creativity, and streamlining administrative tasks. However, the Board also acknowledges that the use of Generative AI Tools can raise ethical, legal, and social concerns. This policy is intended to provide guidance on the appropriate use of Generative AI Tools in School District No. 5 (Southeast Kootenay).

Definitions

Generative AI Tools: means a class of artificial intelligence systems that can generate content such as text, images, video, or audio, based on a set of input data rather than simply analyzing or acting on existing data such as but not limited to Microsoft Copilot, Gemini, ChatGPT, Dall-E, or Lensa AI.

Information and Technology Resources: means all devices, networks, systems, and data owned, leased or used by School District No. 5 (Southeast Kootenay) (the “District”) and used or made available to users.

1. Statement of Principles

- 1.1 **Transparency:** The District is committed to supporting the transparent use of Generative AI Tools. The use of these tools should be transparent to all stakeholders, including students, educators, parents, and the public.
- 1.2 **Privacy, Security, & Safety:** The District is committed to the use of Generative AI Tools and will respect the privacy rights of students, staff, and other stakeholders and comply with applicable privacy laws and regulations.
- 1.3 **Fairness & Equity:** Generative AI Tools used by the District should be resistant to bias and must not discriminate against any employee, group of employees, student, or group of students, or other stakeholders based on their race, gender, ethnicity, religion, or any other protected characteristic.
- 1.4 **Human-Centricity:** The District use of Generative AI Tools should be accurate and reliable. Outputs from these tools must be verified by a human user to ensure that the outputs are consistent with the intended purpose and free from errors or biases. Any workflows or processes that rely on Generative AI Tools must always have a human reviewer and not rely solely on results produced by Generative AI Tools.

1.5 **Accountability & Responsibility:** The District must use Generative AI Tools responsibly. These tools must be used in a manner that aligns with the Board's values, mission, and goals. All staff will be held accountable for their use of Generative AI Tools if they are found in violation of Administrative Procedure 142 – Use of Generative Artificial Intelligence (AI).

2. Statement of Best Practices

2.1. **Training:** Educators and students should receive adequate training on the use of Generative AI tools and technology before staff can use these effectively and responsibly.

2.2. **Evaluation:** The Board will evaluate the effectiveness and impact of Generative AI Tools through regular updates from the Secretary Treasurer through the District IT department. The Board will use this data and feedback to ensure that their use continues to align with the Board's goals.

2.3. **Risk Management:** The Board directs the District IT department, through the Secretary Treasurer, to identify and mitigate the risks associated with the use of Generative AI Tools to ensure they are used in a safe and secure manner.

2.4. **Collaboration:** The Board directs the District IT department, through the Secretary Treasurer, to collaborate with other educational institutions, industry partners, and government agencies to share best practices and promote responsible use of Generative AI Tools.

3. Responsibility

3.1 The District IT department, through the Secretary Treasurer, is responsible for the administration of this policy and shall ensure that training and instruction is available to all employees concerning this policy and Administrative Procedure.

The Board encourages the responsible use of these tools and recommends the above principles and best practices to ensure that their use aligns with the Board's values, mission, and goals.

Reference: [AP 142](#)

Approved: May 14, 2024