

DISTRICT PHILOSOPHY

Policy 104-G (B)

Acceptable Use of Artificial Intelligence

The Richmond Board of Education is committed to equipping students with the knowledge, skills and abilities to thrive in a rapidly changing world. As technology becomes increasingly embedded in education and society, it is essential to foster competencies in digital literacy and artificial intelligence (AI). The district embraces the use of AI technologies when applied ethically, responsibly, and innovatively to support teaching, learning, and organizational effectiveness.

Artificial Intelligence (AI) has the potential to transform teaching and learning, streamline administrative tasks, and provide personalized student support. While AI can be a powerful tool, it's important for users to stay thoughtful and discerning, as the outputs may occasionally reflect inaccuracies, biases, or misleading information. The Ministry of Education and Child Care has worked with key partners to develop [materials and resources](#) to support school boards, district leaders, school leaders, teachers, and support staff in formulating local procedures and policies.

Digital literacy is embedded across the BC curriculum, with educators designing learning experiences and assessing student progress in alignment with curricular competencies.

Education is inherently relational, with human connections playing a critical role in the learning process. The empathy, understanding, and encouragement unique to human interactions is fundamental in creating an effective learning environment and a supportive workplace. Therefore, AI tools should complement and enhance human processes, not replace them.

These guidelines are designed to enhance learning, nurture creativity, and support the educational growth of every student and staff member. Setting clear standards for the responsible use of generative AI empowers users and upholds the district's core values of respect, collaboration, creativity, curiosity, resilience, and equity.

Guiding Principles for AI Integration

Respect

Implement AI solutions that uphold the dignity, privacy, and humanity of all individuals. Ensure AI systems are transparent, explainable, and accountable, aligning with ethical standards and supporting inclusive learning environments.

Collaboration

Foster meaningful collaboration among educators, students, parents, and other partner groups to ensure AI tools support the diverse needs of the learning community. Emphasize shared decision-making, open dialogue, and continuous feedback to guide the development, refinement, and implementation of AI in education.

Creativity

Utilize AI to inspire innovative teaching methods and learning experiences. Incorporate the use of AI tools to foster creative problem-solving and critical thinking.

Curiosity

Leverage AI to stimulate curiosity and a passion for lifelong learning. Offer AI-driven resources that encourage exploration and discovery, helping students and staff to engage deeply with new concepts and ideas.

Resilience

Design and select AI tools that adapt to diverse learning contexts and support the well-being of all members of the school community. Promote the confidence of students, educators, and staff in using AI critically and reflectively to overcome challenges and thrive.

Equity

Ensure that AI integration promotes inclusivity and access to educational opportunities. Acknowledge that AI generated content may include bias and strive to provide equitable resources and support to all students, regardless of their background or abilities.

Guidelines for Students

Support Learning, Not Replace It

Use AI to deepen your understanding and spark your creativity, rather than relying on it to complete tasks entirely. While AI can be a powerful aid, it's important to develop the ability to discern when its use is appropriate — and when it is not — as part of becoming a thoughtful, independent learner.

Academic Integrity, Individual Thought, and Proper Attribution

Uphold your academic integrity by ensuring that your work represents your unique understanding, creativity, and thinking. When using AI tools, clearly acknowledge their contributions, and actively engage with their outputs to refine and transform them into original work. The following resource provides clear guidance for [citing AI sources](#).

Privacy Protection

Protect your privacy by avoiding the input of personal or sensitive information into AI tools (ie. Name, address, phone number, email, personal ID numbers, images, etc.)

Check for Accuracy and Bias

AI-generated content may contain inaccuracies or bias. Always verify information, consult multiple sources, and evaluate content critically. When engaging with Indigenous knowledge, recognize that AI does not reflect Indigenous ways of knowing or respect cultural protocols. Use community-informed resources and [The First Peoples Principles of Learning](#) to guide respectful and appropriate use

Ethical Use of AI

Follow ethical guidelines (integrity, responsibility, accountability, transparency, citing etc.) Avoid using AI to generate harmful, inappropriate, or misleading content, ensuring that your use of AI tools aligns with the District Code of Conduct.

Guidelines for Staff

Promote Ethical and Responsible AI Use

Use AI tools ethically, emphasizing professional integrity and responsibility. Protect privacy by avoiding the input of personal or sensitive information (including student or district data) into AI systems and ensure that AI tools comply with district privacy policies. The use of AI should align with [Policy 102: Diversity, Equity and Inclusion](#).

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Use District-Approved AI Tools

Utilize only AI tools that have been approved by the district. Ensure these tools are appropriate for the educational/work setting and meet all safety, privacy, and ethical standards.

Ongoing Professional Learning

Stay informed about the latest AI technologies and best practices for integrating them effectively. Participate in professional learning opportunities and share insights with colleagues to promote responsible AI use.

Instructional use:

Support Learning and Critical Thinking

Use AI as a tool to enhance learning experiences, encourage critical thinking, and promote creativity. Ensure AI is integrated in a way that supports educational objectives rather than replacing foundational learning processes. Teaching students how to use AI is part of developing their digital literacy skills. Be explicit with student about when and how they can (or cannot) use AI and engage students in discussions about the benefits and limitations of AI.

Differentiate for your Learners

Use AI tools to create personalized, engaging, and accessible learning experiences that adapt to diverse student needs, support early intervention, and empower your learners. The use of AI should be appropriate to a student's age and stage of development.

Verify Curriculum Alignment

Ensure that AI tools and resources used align with Learn38 and [B.C. Curriculum and Performance Standards](#).

AI and Digital Literacy Resources

1. [AI Terms to Know](#)
2. [Curriculum Connections: Digital Literacy and the Use of AI](#)
3. [Elementary: What you need to know about AI](#)
4. [Secondary: What you need to know about AI](#)
5. [Information for Parents and Caregivers: All about artificial intelligence](#)