



# Artificial Intelligence

## Steering Committee Update

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2025-2026



# Artificial Intelligence in Edmonton Catholic Schools

## Introduction

Artificial intelligence presents both opportunity and responsibility for Catholic education and Edmonton Catholic Schools. Grounded in the Church's teaching that all technology must serve the dignity and flourishing of the human person, Edmonton Catholic Schools approaches AI with careful moral and ethical discernment. This report will provide an overview of our approach to Artificial Intelligence, demonstrating a commitment to providing clear, faith-informed guidance to ensure AI use supports learning, protects privacy, upholds equity, and strengthens the relational mission of Catholic education.

## Artificial Intelligence: A Catholic Perspective

The Church consistently teaches that all technological development must remain ordered toward the flourishing of the human person created in the image and likeness of God (cf. Genesis 1:27). The Catechism of the Catholic Church reminds us that human ingenuity is part of God's creative plan: "Humanity's dominion over inanimate and other living beings ... requires a religious respect for the integrity of creation" (CCC 2415), and that the gifts of human creativity must always be exercised with moral responsibility: "Freedom ... is perfected when directed toward God, the sovereign Good" (CCC 1731). It is on this foundation that the Church invites us to examine emerging technologies through a moral lens.

Artificial intelligence, one such technology, demands thoughtful ethical reflection. We realize that AI is not a neutral tool; it reflects the values of those who design and use it, and calls for an ethical approach rooted in justice, solidarity, and subsidiarity. In our schools, this means honoring each student's dignity and resisting any tendency to reduce education to data or algorithms. In the spirit of Proverbs 4:7, "The beginning of wisdom is this: Get wisdom, and whatever you get, get insight," we commit to cultivating the "wisdom of the heart" so that AI supports, rather than replaces, the relational and spiritual dimensions of teaching: empathy, critical thinking, and Christian discipleship.

These ethical considerations become especially urgent when we consider AI's potential risks. We recognize that responsible AI use offers wide and transformative opportunities in Catholic education. If left unchecked, AI can reinforce bias, invade privacy, or weaken human agency, threatening the trust between teachers and students. The Catechism

cautions that science and technology “must be ordered to the integral good of the human person” (CCC 2293–2294). At Edmonton Catholic Schools, this means thoroughly reviewing AI tools to prevent discrimination, protect vulnerable groups, and guide students to use technology in ways that uphold truth, justice, and community.

At the same time, in the context of today’s ever-changing educational landscape, artificial intelligence has become an invaluable tool for strengthening learning and supporting the formation of students in Catholic schools. Rooted in the Church’s mission to nurture the mind, heart, and spirit, AI can help customize instruction, ease administrative work, and make learning more accessible for students with diverse needs.

Guided by these opportunities and cautions, the administrative procedure will serve as a framework to incorporate AI responsibly and morally into our schools, empowering students, and staff to wield this technology as instruments of God’s providence. Committed to the dignity of each person, and to the care of our common home, we will foster an AI-literate community that discerns its use through prayerful reflection and ecclesial wisdom. As we navigate this digital epoch, we echo the psalmist’s prayer: “So teach us to count our days, that we may gain a wise heart” (Psalm 90:12). With this spirit of discernment and hope, may our schools remain beacons of hope, “where AI illuminates the path to holiness and service, ever attuned to the Creator’s design for intelligent, relational humanity” (Builders AI Forum, 2025, November).

## AI Steering Committee: Purpose and Work

The AI Steering Committee was established in 2023. The purpose of the committee was to establish an Administrative Procedure for the use of Artificial Intelligence in Edmonton Catholic Schools.

The AI Steering Committee comprised the following people, representing a cross-section of ECSD:

- Nicole Lafreniere, Chair, Director of Curriculum & Assessment
- Roseanne Boutin, Principal, Blessed John Paul I
- Nicole Cunningham, Consultant, Emerging Technology
- Orysia Huk, Manager, Alternative Education
- Sean Lakusta, Manager, Cloud Services
- Shannon Loutitt, Consultant, Indigenous Learning Services
- Ian Macielek, Director of Technology Services
- Christopher Mandercheid, Consultant, Social Studies
- Tina Monaco, Manager, Employee Relations

- Rob Pearce, Manager, Electronic Services
- Tom Rees, Principal, St. Dominic
- Johanne Renaud, Assistant Principal, J.H. Picard
- Santo Saporito, Director, Student Services
- Val Schosser-Legere, Director of Division Monitoring
- Sandy Talarico, Manager, Religious Education Services

Work in the Steering Committee first comprised of professional learning. There were several elements that guided this work, including the [UNESCO document AI and Education: Guidance for Policy Makers, published in 2021](#). The committee further examined the [Artificial Intelligence Policy Guidance provided through ASBA](#). These two documents, in concert, helped frame much of our discussion around what needed to be included within our AI procedure. By ensuring that our committee had representation of departments throughout the Division, we captured a variety of perspectives and expertise.

The Committee began a fulsome review of policy documents that were being published in Alberta. These included policies published by Northern Gateway School Division, Parkland School Division, and Elk Island Public Schools. The Committee was further guided by the AI Framework developed in Calgary Catholic School Board. In examining these documents, the Committee determined priorities for the content of ECSD's Administrative Procedure.

Further work was done in examining existing Administrative Procedures and looking for connections or gaps that exist with the advent of this new technology. The Administrative Procedure on AI looks to close these gaps. For instance, AP 351 Student Code of Conduct does not currently reference AI directly; however, there are implications to the use of this technology. The Steering Committee looked to address any potential areas that required additional guidance in this area.

Key themes emerged from this work. The Steering Committee determined that ECSD needed to address the following considerations:

- **Catholic worldview:** Background our faith impacts the interaction of staff and students with Artificial Intelligence
- **Ethical considerations**, including academic integrity, the use of AI tools during the assessment process, and the potential for harm (creation of materials for the purpose of bullying and harassment)
- **Privacy**, including the use of student and staff data and how it is used with Artificial Intelligence tools

- **Equity and Inclusivity**, including consideration of whose knowledge is being privileged in the use of AI
- **Data security and protection**, including the selection of AI tools for staff and student use

Work concluded with the AI Steering Committee with the creation of a draft procedure which was then brought to the Executive Leadership Team. Following their feedback, further revision was carried out with the advice of Legal Counsel.

## Administrative Procedure Overview

The Administrative Procedure on AI establishes clear boundaries for the welcoming, caring, and respectful use of artificial intelligence within Edmonton Catholic Schools. Grounded in Catholic teaching and the inherent dignity of the human person, it affirms that AI must support but never replace human judgment, conscience, and relationships. The procedure sets explicit expectations for ethical conduct, academic integrity, respectful behaviour, and the prevention of harm, including clear prohibitions related to bullying, harassment, plagiarism, and misuse of data. In doing so, it safeguards trust, inclusivity, and moral responsibility across all learning and work environments.

The procedure reinforces high standards of instruction and professional practice by affirming teachers' primary responsibility for instruction, assessment, and student formation. AI is positioned as a supportive tool that may enhance teaching and learning, while professional judgment, pedagogical expertise, and relational engagement remain central. Clear guidance is provided to ensure that AI use aligns with curricular outcomes, supports critical thinking, and does not compromise the validity or integrity of assessment. There is further alignment with the Teacher Quality Standard, ensuring that the role of the teacher is not devalued through the use of AI. Expectations around transparency, citation, and limitations on automated evaluation further strengthen instructional rigor and accountability.

Leadership capacity and administrative responsibility are strengthened through clearly defined roles for principals and the Division. Principals are tasked with ensuring ethical implementation, equitable access, alignment with Division priorities, and consistent communication of expectations to students, staff, and families. This is clearly aligned with the Leadership Quality Standard, further emphasizing the importance of AI literacy for school-based leaders. The Division, in turn, assumes responsibility for governance, oversight, and system coherence, ensuring that AI use aligns with legislation, Catholic

values, and administrative procedures, and that tools are carefully evaluated before adoption.

The procedure ensures that all staff have access to appropriate professional learning and training related to artificial intelligence. Ongoing learning is identified as a shared responsibility, with expectations that staff engage in professional development to build competence, discernment, and ethical awareness. Principals and the Division are explicitly responsible for facilitating and resourcing this learning, supporting staff to use emerging technologies responsibly within their professional roles.

Finally, the Administrative Procedure contributes to keeping Division practices current and responsive in a rapidly evolving technological landscape. By addressing emerging gaps, aligning with existing administrative procedures, and establishing mechanisms for evaluation, training, and tool selection, it provides a flexible yet principled framework. This ensures Edmonton Catholic Schools remains proactive, compliant, and mission-driven as artificial intelligence continues to shape educational and operational contexts.

## Professional Learning Roadmap

A document entitled “LEAP in ECSD” (attached) outlines a pathway to integrating AI in education, aligning cutting-edge technology with faith-based values for transformative, ethical learning experiences. This document is inclusive of all staff, students, and families within the Division.

As professional learning opportunities are created throughout the Division, this document serves as a grounding for leaders, teachers, and staff as they consider how to integrate AI into their learning.

## Next Steps in AI

Edmonton Catholic Schools recognizes the potential of artificial intelligence to support faith formation when used intentionally, ethically, and in alignment with Catholic teaching. As an example, Magisterium AI offers a unique opportunity to deepen theological literacy, support inquiry into Scripture and Church teaching, and enhance Religious Education instruction, while ensuring that human judgment, pastoral accompaniment, and the relational dimensions of Catholic education remain central. The Division will provide clear boundaries for its use, emphasizing that AI is a tool for exploration, reflection, and permeation of our faith within an instructional context.

Providing professional learning for teachers, administrators, and chaplains so they may more authentically permeate Catholicity throughout students' educational experiences will be a key goal in the expansion of AI use throughout the Division.

Further exploration is being done in the design of custom agents, purpose-built artificial intelligence tools designed to perform specific, well-defined tasks in alignment with Division guidelines, to reduce workload and improve efficiencies throughout the Division. As one example, we are exploring the creation of a custom agent that can support teachers in the evaluation of EAL student benchmarks. This is not intended to replace teacher professional judgement but allow them the opportunity to spend more time engaging with student writing and providing feedback, rather than attending to administrative tasks involved in Benchmarking.

As we explore new uses for AI, we commit to ongoing review and revision of our Administrative Procedure to ensure that it continues to guide the use of artificial intelligence within the division.

## References

Alberta School Boards' Association. (2024). Artificial Intelligence Policy Guidance for K-12 Education. <https://www.asba.ab.ca/asba-releases-artificial-intelligence-policy-guidance-for-k-12-education>

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Northern Gateway Public Schools. (2025). Administrative Procedure 652: Responsible Use of Artificial Intelligence to Support Instruction. <https://www.ngps.ca/download/477819>

Parkland School Division. (2025). Administrative Procedure 620: Artificial Intelligence. <https://www.psd.ca/board/administrative-procedures/9835>

UNESCO. (2021). AI and education: Guidance for policy-makers. <https://unesdoc.unesco.org/ark:/48223/pf0000376709>



# LEAP IN ECSD

A GUIDEBOOK DESIGNED FOR  
EDUCATORS, STUDENTS,  
FAMILIES AND MULTI-  
DISCIPLINARY STAFF

This guidebook offers a pathway to integrating Artificial Intelligence in education, aligning cutting-edge technology with faith-based values for transformative, ethical learning experiences.

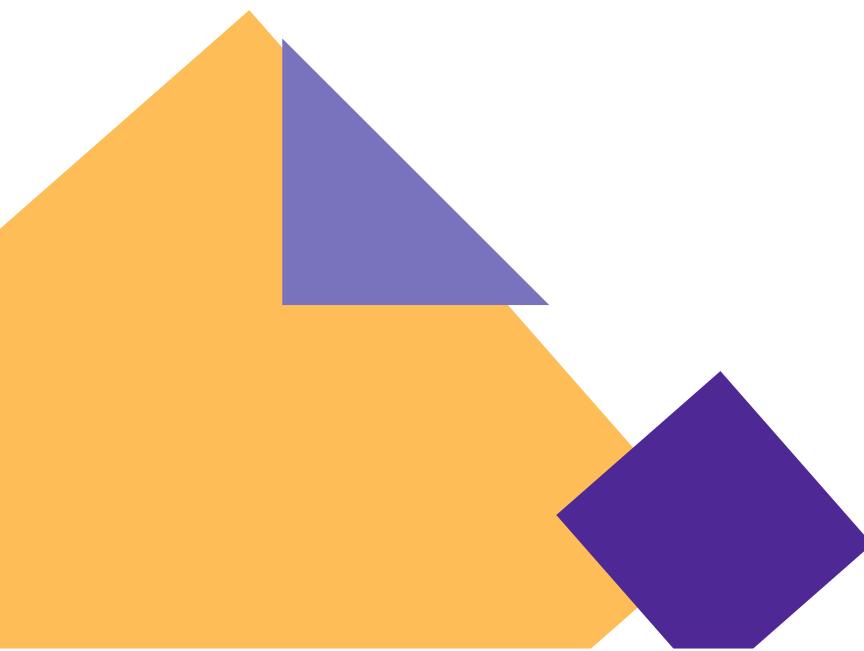


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# Alignment with ECSD Mission Statement

At Edmonton Catholic Schools, our mission is to provide a Catholic education that inspires students to learn and prepares them to live fully in and to serve God in one another. Our goal as we journey forward in an AI Era is to harness the transformative power of Artificial Intelligence (AI) in harmony with our Catholic values, inspiring our students to learn, innovate, and serve with an unwavering commitment to God and one another. Division staff are committed to the responsible and ethical use of AI. Through the integration of AI, we aim to enrich our Christ-centered educational landscape by fostering a spirit of community and collaboration, emphasizing the role of collective effort in learning and service. This approach nurtures students' holistic development—intellectual, emotional, physical, and spiritual—empowering them to navigate the complexities of the modern world while deepening their connection to God, each other, and the broader community.

Guided by the love of the Father, the teachings of Jesus Christ, and the hope instilled by the Holy Spirit, we support the use of AI as a tool to:

- Enhance the dignity and worth of every individual, acknowledging each person's creation in the image and likeness of God;
- Support our students in their lifelong journey of learning, enabling them to develop their God-given gifts to their fullest potential;
- Foster inclusive, Christ-centered communities where technology serves humanity and the common good, promoting service to one another in the spirit of the Gospel;
- Embed a Catholic worldview into our curricula, where faith and reason unite to illuminate the path of wisdom and truth; and
- Provide a Catholic Education that inspires students to learn with all division staff.

In this era of rapid digital transformation, our vision is to be a beacon of faith-driven educational excellence. By weaving AI within the fabric of our Catholic education, we commit ourselves to nurturing not just the intellect but also the heart and soul of every learner, preparing them for a faith-filled life of innovation, service, and ethical and responsible use of AI.

# What is LEAP?

## LEAP IS:

### LEARNING & UNDERSTANDING

Fostering a deep understanding of AI's role in enhancing learning experiences and outcomes for our students will positively impact our school communities.

### ETHICAL IMPLEMENTATION

Ensuring the ethical and responsible use of AI tools in both teaching and learning will align with and support the core values and educational goals of ECSD.

### ACADEMIC ENRICHMENT

Leveraging AI tools will enrich the curriculum, school environment and teaching and learning to promote academic success for all students.

### PREPARING FOR THE FUTURE

Incorporating AI into our education system will equip our students with the necessary skills and knowledge for success in higher education and future careers.



## LEARNING AND UNDERSTANDING



## ETHICAL IMPLEMENTATION



## ACADEMIC ENRICHMENT



## PREPARING FOR THE FUTURE

**LEAP** stands for Learning and Understanding, Ethical Implementation, Academic Enrichment, Preparing for the Future.

The guideline book, based on the LEAP framework, serves as a practical tool for integrating Artificial Intelligence in education within our school division. It provides educators with essential knowledge and strategies for using AI in teaching and learning, focusing on ethical use, academic enrichment, and future preparedness. By identifying specific interest parties—including educators, administrators, multi-disciplinary staff, division staff, students and families—the guide promotes a collaborative approach to responsibly leveraging AI tools. This guide aims to enhance educational experiences by leveraging AI to make learning more engaging and personalized, while also preparing students for a technology-driven world. It ensures that our division and community adopts innovation, aligns with our core values, and supports the moral and ethical development of learners, transforming our school division into a model for future-ready education.

# Appropriate Uses of AI

AI within Edmonton Catholic Schools should be viewed as a set of tools that enhances the educational process, supports critical and creative thinking, and augments problem-solving abilities for both students and staff. This aligns with our mission to provide a Catholic education that inspires all members of our community to learn and prepare to live fully and serve God in one another, while preparing our students for the future.

It's essential that AI is used responsibly, serving as an aid in tasks, but not replacing the intellectual efforts required for true understanding and growth. This careful application maintains academic integrity and ensures that AI tools are used to supplement learning and teaching.

By establishing clear guidelines on the ethical use of AI, we support not only academic success but also the ongoing development of all learners and educators as they prepare to navigate future challenges with integrity and faith.

## QUESTIONS TO GUIDE APPROPRIATE USE OF AI IN ECSD'S LEAP



### LEARNING & UNDERSTANDING

Does using AI enhance, broaden, or deepen understanding while still permitting individuals to actively participate in the critical thinking process?



### ETHICAL IMPLEMENTATION

What AI tools am I currently using? How am I integrating AI into collaborative learning and promoting Digital Citizenship? Is the AI tool authorized for use in ECSD?



### ACADEMIC ENRICHMENT

When implementing AI as a tool, does it conform to established standards in content, technology, and pedagogy? Have any biases inherent within the content and pedagogy been considered? Does this tool add to the depth, breadth, or variety of learning experiences?



### PREPARING FOR THE FUTURE

Will using this tool help develop learners in ECSD and prepare them for future opportunities in life?

## RESOURCES

[ECSD Mission Statement](#)

[Leaders' Guide to Artificial Intelligence](#)

[ISTE Artificial Intelligence in Education](#)

[AI Guidance for Schools Toolkit - TeachAI](#)

[ECSD Division Plan for Continuous Growth](#)

# LEAP for Educators



## LEARNING & UNDERSTANDING

### What is AI and how does it work?

Artificial Intelligence (AI) enables machines to perform some tasks requiring human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. AI functions through data collection, learning patterns (machine learning), making decisions based on these patterns, and adapting over time with more data and feedback. AI systems are trained using large datasets of recorded public information, enabling neural networks to learn from this data and apply their learning to solve new problems effectively.

### How can AI impact education?

AI holds transformative potential for education, offering a range of benefits from enhancing teaching effectiveness to improving learning outcomes. It can serve as a "think partner" for educators, assisting in the backward design planning process and the creation of educational resources. AI can significantly reduce the time educators spend on programming, planning and administrative tasks, allowing them to focus more on teaching. By personalizing learning experiences, AI also supports individual student needs, leading to better educational experiences. At the same time, educators must approach AI outputs critically, ensuring accuracy, avoiding bias, and aligning with curriculum goals. Ultimately, AI is a supportive tool, not a replacement for the expertise, relationships, and judgment that educators bring to the classroom.



## ETHICAL IMPLEMENTATION

### How can AI be used safely and effectively to support teaching & learning?

AI processes data to make informed decisions, but issues such as bias and misinformation and privacy concerns can arise.

- **Tool review:** Only use AI tools that have been verified through the ECSD Cybersecurity Team. If in doubt, contact the Emerging Technology consultants for guidance.
- **Professional integrity:** Use AI strategically to enhance teaching practices that align with ECSD's instructional goals, mission, and professional learning priorities, as well as provincial, federal, and ISTE frameworks. AI contributions should always be cited.
- **Human-centered practice:** AI must never replace the professional expertise, judgment, and relationships that educators bring to the classroom.
- **Respect for Indigenous knowledge:** The use of AI should not replace respectful, reciprocal relationships with Indigenous people and land. Educators and AI users must respect Indigenous cultural and spiritual protocols when accessing and sharing Indigenous knowledge, histories, perspectives, and contexts.
- **Respect for Catholic identity:** AI should be used in ways that reflect and uphold Catholic values, affirm human dignity, and foster a spirit of compassion, justice, and care for creation. Any use of AI must align with the Gospel message and the division's faith-based mission.



## ACADEMIC ENRICHMENT

### How can AI be leveraged to transform teaching practices and enhance student learning?

AI tools offer significant opportunities to transform education by easing teacher workload, while enriching the curriculum and empowering learners. When used thoughtfully, AI can be used to support programming, personalized learning, backward design planning, lesson idea generation, and assessment. It can act as a collaborative partner teacher preparation. AI can support evidence-based teaching practices in line with the Alberta Curriculum and support teachers in creating engaging activities to support their diverse classrooms, while promoting academic success.

The most effective teachers use technology as a tool to deepen learning and create meaningful educational experience to strengthen the wholistic development of students.



## PREPARING FOR THE FUTURE

### What strategies can educators use to prepare students for a future with AI?

Educators can prepare students for a future with AI by integrating AI literacy into the curriculum, promoting digital citizenship, encouraging problem-solving, critical and creative thinking, fostering empathy, facilitating collaboration, supporting personalized learning, and participating in ongoing professional development. These strategies ensure students are equipped with essential skills while upholding ECSD's core values.

It is important for educators to stay informed by continually updating their knowledge about AI through professional learning opportunities. This ensures their teaching stays accurate, relevant and responsive to the changing landscape of technology and education.

# LEAP for Multi-Disciplinary Staff



## LEARNING & UNDERSTANDING

### What is AI and how does it work?

Artificial Intelligence, or AI, refers to computer systems that can perform tasks that require human intelligence, such as understanding language, spotting patterns and making decisions. Developers train these systems using large sets of examples, helping them recognize patterns and solve problems. Once trained, AI can adapt to new situations and make choices based on what it has learned. By understanding and leveraging AI, multidisciplinary staff can provide more personalized and responsive support for students. AI has already been present in many tools used in schools for years, such as speech-to-text, spelling and grammar checks, word prediction, and translation services. Chatbots and assistive technologies are also common in everyday life.

### What is the impact in education?

AI can help remove barriers to learning, offering accessibility supports for students with diverse needs and freeing staff from repetitive tasks so they can focus more on student well-being, inclusion, and equity. However, it is important to use AI critically, recognizing that outputs may contain errors or reflect bias and to ensure that professional expertise, relationships, and ethical judgment remain at the center of decision-making. AI should be seen as a tool that enhances, not replaces, the vital human support multidisciplinary staff provide.



## ETHICAL IMPLEMENTATION

### How can AI be used safely and effectively to support student learning?

- **Follow ECSD guidelines:** Only use AI tools that comply with division policies and have been reviewed for privacy, safety, and security.
- **Check accuracy and bias:** AI outputs may contain errors or reflect bias. Always review information critically before applying it in student support.
- **Professional integrity:** Use AI to enhance, not replace, the professional expertise, judgment, and care you bring to your role.
- **Collaborative practice:** Integrate AI thoughtfully within educational and therapeutic strategies, working alongside educators, families, and other staff to ensure alignment with ECSD's instructional goals, mission, and the provincial, federal, and ISTE frameworks.
- **Respect for Indigenous knowledge:** The use of AI should not replace respectful, reciprocal relationships with Indigenous people and land. Staff must honor cultural and spiritual protocols when accessing and sharing Indigenous knowledge, histories, perspectives, and contexts.
- **Respect for Catholic identity:** AI should be used in ways that reflect Catholic values, affirm human dignity, and foster compassion, justice, and care for creation. Its use must align with the Gospel message and the division's faith-based mission.



## ACADEMIC ENRICHMENT

### What AI tools can be used to support and enhance learning?

Reactive and predictive AI tools, such as Read & Write for Google Chrome, support the diverse learning needs of students and can be accessed when students are logged in with their ECSD credentials. These accessibility tools can help remove barriers to learning for students, making curriculum more accessible providing every student with the opportunity to succeed.

AI can be used by multi-disciplinary staff as a “think partner” to brainstorm strategies, differentiate information for readability, and facilitate understanding through translation tools. Used thoughtfully, AI enriches the learning environment by supporting personalized approaches to meet the diverse needs of students.



## PREPARING FOR THE FUTURE

### How can multi-disciplinary staff prepare students for the future with AI?

As artificial intelligence continues to evolve, so too will the skills that are necessary for the job market. Multi-disciplinary staff can prepare students for a future with AI by integrating AI literacy into their support strategies, promoting digital citizenship, encouraging problem-solving and critical thinking, fostering empathy, and facilitating collaboration.

They can leverage AI to personalize learning experiences and engage in ongoing professional development to stay informed about AI advancements. These strategies ensure students are equipped with essential skills while upholding ECSD's core values.

# LEAP for Students



## LEARNING & UNDERSTANDING

### What is AI and How Does It Work?

Artificial Intelligence (AI) refers to computer systems perform tasks requiring human intelligence, such as understanding words, recognizing patterns, and solving problems.. AI is integrated into many everyday tools, such as speech-to-text features, spelling and grammar checks, and word prediction tools. Students encounter AI in learning apps, digital platforms, and even chatbots that can explain ideas, suggest practice questions, or translate text. These tools are designed to support learning by making information more accessible and personalized.

### What is the impact in education?

AI can provide personalized support, real-time feedback, differentiated texts, and translation, helping all students access the curriculum and improve learning outcomes. At the same time, students must use AI responsibly, as a partner in learning, not as a shortcut. while remembering that curiosity, creativity, and critical thinking are still at the heart of learning.



## ETHICAL IMPLEMENTATION

### How can AI be used safely and ethically in learning?

AI can be a helpful partner in learning, but it must be used responsibly and with integrity. To ensure safe and ethical use:

- **Follow ECSD guidelines:** Always use AI tools that are approved by the division and abide by the ECSD Responsible User Agreement, including age restrictions.
- **Practice positive digital citizenship:** Stay informed, engaged, and vigilant when using AI. Use it in ways that respect yourself, others, and your community.
- **Maintain academic integrity:** Use AI to support your learning, not to replace it. Be transparent, cite sources, and never present AI-generated work as your own.
- **Respect for Indigenous knowledge:** AI should never replace respectful, reciprocal relationships with Indigenous people and land. Students using AI, must honor cultural and spiritual protocols when accessing and sharing Indigenous knowledge, histories, perspectives, and contexts.
- **Respect for Catholic identity:** Use AI in ways that reflect Catholic values, affirming human dignity, honesty, and care for creation. Technology should support your growth as a learner and as a person of faith and character.



## ACADEMIC ENRICHMENT

### What AI tools are available for student use and what guidelines should be adhered to in learning?

When using AI tools for school work, students ensure that these technologies are supporting their growth rather than replacing their effort. Practicing safe and responsible digital citizenship is essential: students should verify the accuracy, perspective, and validity of AI-generated information, just as they would with any other source, and always cite AI when it has contributed to their work. By approaching AI in this way, students uphold academic integrity, which is essential to long-term success as a learner.

AI can enrich the learning journey by helping students create, collaborate, communicate, and think critically. Used as a partner, AI can explain difficult concepts, suggest ideas, and provide feedback to build understanding and skills. This collaborative approach ensures that AI enhances learning rather than substituting for it. When integrated thoughtfully, and in ways that respect Catholic values and Indigenous knowledge, AI becomes a powerful tool in every student's educational toolkit, one that deepens learning and supports integrity.



## PREPARING FOR THE FUTURE

### How does AI prepare students for their future?

AI prepares students for the future by enhancing their ability to learn new skills, deepen their understanding, and apply critical & creative thinking alongside problem-solving strategies. As AI becomes increasingly integral in both higher education and the workplace, students will need to master key competencies to leverage AI effectively in their studies and future careers. AI offers benefits like personalized training, strengthened skillsets, and faster problem-solving across a variety of fields.

As AI technology evolves, it will continue to offer innovative ways to enhance educational experiences and adapt to changes in this rapidly advancing area.

# LEAP for Families



## LEARNING & UNDERSTANDING

### What is AI and how does it work?

Artificial Intelligence, or AI, refers to computer systems that can perform tasks that require human intelligence. These programs can understand words, spot patterns, and make decisions by learning from examples. Once trained, they can handle new situations and apply what they have learned.

AI has been part of everyday life for many years. In education, it shows up in tools like speech-to-text, spelling and grammar checks, translation services, and word prediction. Outside of school, families may also recognize AI in common digital services and chatbots.

### What is the impact in education?

AI can help make learning more accessible, personalized, and efficient, freeing teachers to spend more time connecting with students. For families, it's important to know that AI is a support tool, not a replacement for educators or student creativity. Families can play an important role by encouraging balanced, responsible use at home and by having open conversations with their children about honesty, safety, and ethics when using AI.



## ETHICAL IMPLEMENTATION

### How can AI be used safely and effectively?

AI can be a helpful tool for learning, but families play an important role in guiding children's responsible use. To ensure safe and ethical use:

- **Review terms and policies:** Always check the Terms of Service and Privacy Policy of AI tools to understand how data is used and what rights you have.
- **Confirm accuracy and watch for bias:** AI systems may provide incorrect or biased information. Help children learn to question and verify AI outputs with trusted sources.
- **Support academic integrity:** Encourage children to use AI as a support for learning, not as a shortcut. Remind them to follow the ECSD Responsible User Agreement and be honest about their use of AI.
- **Model ethical use:** Discuss digital citizenship regularly, and demonstrate how technology can be used respectfully and responsibly.
- **Respect for Indigenous knowledge:** AI should not replace respectful, reciprocal relationships with Indigenous people and land. Families and students must honor cultural and spiritual protocols when accessing and sharing Indigenous knowledge, histories, perspectives, and contexts.
- **Respect for Catholic identity:** Encourage children to use AI in ways that reflect Catholic values, upholding human dignity, honesty, compassion, and care for creation.



## ACADEMIC ENRICHMENT

### What AI tools can be used to support and enhance learning?

AI tools, such as the reactive and predictive features built into Read & Write for Google Chrome, have long supported students with accessibility needs and can be accessed with ECSD credentials. These tools help remove barriers to learning and provide personalized support, from generating extra practice questions to offering feedback that improves student work. While AI can support learning in meaningful ways, it must never replace student effort, all use should be transparent, cited appropriately, and approved for each assignment in consultation with teachers.

Families play an important role in ensuring AI is used to enrich rather than diminish learning. This includes encouraging responsible use, monitoring AI interactions, promoting digital citizenship, and engaging in conversations with children about academic integrity. By supporting AI use that aligns with Catholic values and respects Indigenous knowledge, families help ensure that technology serves as a partner in education, fostering creativity, critical thinking, and academic success for all students.



## PREPARING FOR THE FUTURE

### How does AI prepare my child to be ready for their post-secondary studies and their future careers?

As artificial intelligence continues to evolve, so too will the skills that are essential for success in both higher education and the job market. Students will increasingly need to develop critical and creative thinking skills, problem-solving skills, and other key competencies that prepare them for lifelong learning.

AI and automation are the next significant advancements in education and career preparedness. Families can help their children use AI responsibly, as it strengthens both their learning today and their readiness for the future.

# LEAP for Division Staff



## LEARNING & UNDERSTANDING

### What is AI and how does it work?

Artificial Intelligence (AI) involves creating computer systems that can perform tasks requiring human intelligence, such as understanding language, recognizing patterns, and making decisions. These systems learn by analyzing large amounts of examples, improving their ability to solve problems and adapt to new situations. Over time, as more data and feedback are provided, AI systems can refine and improve their performance.

### How can AI impact the work that division staff does?

Division staff may encounter AI in tools that streamline operations, support curriculum development, analyze data, or manage communication systems. AI can assist with repetitive tasks, identify trends in student achievement data, or improve accessibility in digital platforms. Each department or operational area can explore how AI best supports its specific responsibilities while aligning with division priorities. Staff must remain mindful of data privacy, security, and ethical implementation when adopting AI solutions.



## ETHICAL IMPLEMENTATION

### How can AI be used safely and effectively?

AI can improve efficiency and provide valuable insights, but its use must always align with ECSD's mission and values. To ensure safe and ethical implementation:

- **Use division reviewed tools:** Only use AI platforms that have been verified by the ECSD cybersecurity team. Approved tools, such as Microsoft Copilot with corporate protection, provide greater data security and compliance.
- **Protect data and privacy:** Safeguard all student and staff information. Never input sensitive personal data into unverified AI tools.
- **Check accuracy and bias:** AI outputs may contain errors or reflect bias. Review information critically before applying it in decisions or communications.
- **Maintain professional integrity:** Use AI to enhance, not replace, human expertise and judgment. Ensure AI practices align with the division's goals, mission, and professional learning frameworks.
- **Respect for Indigenous knowledge:** The use of AI should not replace respectful, reciprocal relationships with Indigenous people and land. Staff using AI must honor cultural and spiritual protocols when accessing and sharing Indigenous knowledge, histories, perspectives, and contexts.
- **Respect for Catholic identity:** Apply AI in ways that reflect Catholic values, affirming human dignity, fairness, justice, and care for creation. Technology use should always align with the Gospel message and ECSD's faith-based mission.
- **Address risks responsibly:** Be aware of risks such as privacy concerns, misinformation, or algorithmic bias. Mitigate these risks by vetting tools, using transparent practices, and engaging in ongoing professional learning about ethical AI use.



## ACADEMIC ENRICHMENT

### What AI tools can be used to support and enhance the work that division staff does?

The role of Division staff is to provide and support the implementation of a variety of AI tools to support school-based staff in enhancing student engagement and enrichment. Various AI tools can support and enhance the work of division staff by improving efficiency and effectiveness in daily operations.



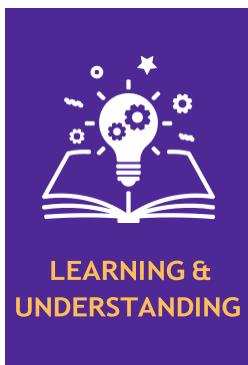
## PREPARING FOR THE FUTURE

### How does AI support the future in ECSD?

AI literacy and staying informed about emerging AI technologies are crucial for division staff. AI provides important tools to improve efficiency, accuracy, and long-term planning. By learning how to leverage AI in their daily work, staff can streamline processes, analyze data more effectively, and make informed decisions that strengthen the entire division. Strategies and resources are available to help staff develop AI literacy and stay updated on relevant AI advancements. With its continuous updates and improvements, Microsoft Copilot ensures that staff are equipped with the latest AI tools and technologies. Staying current with emerging AI technologies through professional development and division-provided resources helps staff build the skills needed to adapt to an evolving workplace. By applying AI responsibly in support services, division staff contribute to a stronger, more resilient education system.

# Leadership Considerations

As an instructional leader, here are some guiding questions to consider as questions may arise about artificial intelligence. They can be used to guide conversations as AI evolves in education and in preparing students for the future.



- What essential principles and concepts of AI should educators, multi-disciplinary staff, students, and families be familiar with?
- Which AI tools are currently in use in your school site or division? What is the protocol for determining appropriate tools for use by staff?
- What ethical considerations and potential biases should we be mindful of when implementing AI in education? How can staff learn about AI literacies?
- How do the latest advancements and trends in AI potentially impact decision making at the school and division levels?



- What professional learning can be provided to a school staff to support their journey learning about AI literacies?
- What measures are you implementing to safeguard sensitive student data and privacy when using AI-powered educational tools and systems, and who can you ask for support in learning more about appropriate tools?
- What does responsible and ethical use look like as an educator and as a student? How can the division guidelines (fluid document) and the division AI policy be communicated to the school staff? How might the use of AI affect academic integrity in your school?



- How can AI be leveraged to create personalized learning experiences for students?
- In what ways can AI support ALL students through Universal Design for Learning?
- What resources and infrastructure does ECSD and your school site currently have, and what additional developments are needed, to support AI implementation in division schools?
- How can AI tools be used to enhance academic enrichment and student engagement across different subjects while maintaining academic and professional integrity?
- What training and professional development opportunities can be provided to effectively integrate AI into teaching practices?



- How is AI transforming the job market for students? What is the shift in skills and competencies that they will need to be successful? How can these competencies and skills be taught?
- How can an innovative culture be cultivated in ECSD classrooms to ensure students are future ready while maintaining academic integrity?
- What guidance are we providing with to students in regards to career paths? What opportunities are being provided for them with in their related fields?

# Additional Resources



## EDUCATOR RESOURCES

[Common Sense Education Resources for Exploration and Use of AI](#)

[ISTE AI in Education](#)

[Lessons and Tools for Teaching About AI with Common Sense Education](#)

[7 Essential Questions About AI for Teachers to Consider](#)

## MULTI-DISCIPLINARY STAFF RESOURCES

[ECSD Family Engagement Night Resource](#)

[Helping Kids Navigate the World of Artificial Intelligence](#)

[7 Essential Questions About AI for Teachers to Consider](#)

## STUDENT RESOURCES

[Lessons and Tools for Teaching About AI with Common Sense Education](#)

[Helping Students Check for Bias in AI Outputs](#)

[Teaching Students How to Use AI Responsibly](#)

[Guiding Students to Assess the Merits of Artificial Intelligence Tools](#)

[Ctrl Alt Achieve Student Guidelines](#)

## FAMILY RESOURCES

[ECSD Family Engagement Night Resource](#)

[Helping Kids Navigate the World of Artificial Intelligence](#)

[ISTE - Artificial Intelligence in Education Resource Hub](#)

## LEADERSHIP RESOURCES

[4 Questions to Consider on AI in Education for Professional Learning with George Couros & AJ Juliani](#)

[ISTE Artificial Intelligence in Education](#)

[UNESCO Artificial Intelligence in Education](#)

[Bringing AI to School: Tips for School Leaders](#)

# Appendix

## ARTIFICIAL INTELLIGENCE IN EDUCATION

### APPROPRIATE USE EXAMPLES:

- EDUCATORS APPENDIX 1
- MULTIDISCIPLINARY STAFF APPENDIX 2
- STUDENTS APPENDIX 3
- DIVISION STAFF APPENDIX 4



# Appropriate Use Examples

## EDUCATORS

### Lesson Planning

- Use AI to support Backward Design Planning to support clarity
- Use AI to develop conversation questions, observational checklists and performance tasks to assess the understanding of the student.
- Use AI to develop lesson plans that support diverse methods of engagement and understanding that fosters Universal Design for Learning (UDL).
- Employ AI for differentiation and personalization strategies to meet individual student needs.
- Create lesson activities that align with curriculum outcomes and include multiple entry points for diverse learners.
- Use AI as a brainstorming partner to support idea generation

### Supporting Student Learning

- Adapt texts and materials with AI to meet various learning needs, improving accessibility for all learners, especially those with disabilities.
- Use AI to enhance accessibility and inclusivity by modifying resources like scaffolds, sentence frames, alternate formats, or translated materials.
- Leverage AI to develop personalized learning paths or differentiated instructions to cater to diverse learning styles.

### Administrative Tasks

- Create clear, inclusive communication and assessment templates with AI for newsletters, emails, lists, and rubrics.
- Streamline repetitive tasks such as drafting emails to families or summarizing meeting notes.

### Professional Growth

- Access AI-driven platforms for self-paced learning to support teacher growth while still adhering to solid digital/information/media literacy guidelines.
- Use AI to reflect on teaching practices by analyzing trends in anonymized classroom data.

### Ethical Usage

- Always double-check AI-generated content for accuracy, bias and appropriateness.
- Ensure all AI use aligns with division policies and respects privacy laws (e.g., anonymizing student data before inputting into AI tools).
- Ensure transparency for the use of AI in the creation of materials and resources
- Ensure that “humanity” is at the core of all output from an educator
- Participate in regular training sessions to understand ethical AI use, including its capabilities and limitations, to effectively support learning growth while adhering to division guidelines.

### Resources:

[UNESCO Teacher AI Competency Framework](#)



# Appropriate Use Examples

## MULTIDISCIPLINARY STAFF

### Supporting Student Development

- Use AI to generate therapy session plans, including conversation prompts, motor skill activities, or behaviour strategies aligned with individual student goals.
- Adapt texts, visuals, and learning materials into alternate formats (simplified text, symbol-supported communication, translated text) to improve accessibility for all learners.
- Develop individualized supports such as social stories, scripts, or step-by-step task analyses for students with specific needs.
- Brainstorm strategies for supporting regulation, executive functioning, or sensory integration challenges using AI as a “thinking partner.”
- Create checklists, observation tools, and progress trackers tailored to each student’s IEP goals.

### Collaboration and Planning

- Use AI to draft reports, progress summaries, or communication logs that are clear and accessible for families and staff (always reviewing and editing before sharing).
- Generate ideas for classroom accommodations and modifications that align with Universal Design for Learning (UDL).
- Support collaboration with teachers by producing differentiated activity suggestions that can be embedded into classroom routines.

### Administrative Tasks

- Streamline documentation by using AI to draft case notes, meeting agendas, or follow-up summaries (ensuring all personal identifiers are removed before input).
- Develop communication templates for consistent messaging to families and colleagues.
- Organize scheduling and reminders for therapy sessions, team meetings, or student reviews.

### Professional Growth

- Access AI-driven platforms for professional learning in areas like speech development, sensory processing, behaviour intervention, and inclusive practices.
- Use AI to stay current with emerging research by generating literature summaries or resource lists.
- Reflect on practices by analyzing anonymized trends in service delivery or intervention effectiveness.

### Ethical Usage

- Always double-check AI-generated content for accuracy, cultural sensitivity, and appropriateness.
- Anonymize student data before inputting into AI tools to protect privacy.
- Ensure transparency in the use of AI when creating materials, reports, or resources.
- Keep human relationships at the core of practice: AI can support, but not replace, professional expertise, empathy, and trust.
- Participate in regular professional development focused on ethical AI use, staying informed of both its potential and its limitations.

### Resources:

[UNESCO Teacher AI Competency Framework](#)



# Appropriate Use Examples

## STUDENTS

### Research and Inquiry

- Collaborate with AI to brainstorm ideas for learning tasks, then use those ideas to inspire original student work.
- Use AI to simplify and clarify complex concepts by generating explanations or examples.
- Ensure students critically evaluate AI-generated research content and verify its credibility.

### Creative Projects

- Work with AI to develop new materials that reflect and build upon student creativity, such as multimedia presentations or artwork when AI use is permitted.
- Collaborate with AI tools for brainstorming and refining ideas in writing, music composition, or digital art projects.

### Academic Support

- Use AI to provide detailed feedback on student work, such as identifying grammatical errors or improving writing transitions, assisting the student in making their own edits and changes.
- Use AI to get explanations of concepts in different ways when something feels confusing.
- Ask AI to generate practice questions, quizzes, or study prompts to prepare for tests.
- Use AI to brainstorm ideas for writing, projects, or presentations, while always adding your own voice and perspective.
- Translate text or simplify reading passages with AI to better understand complex material.
- Use AI as a “study buddy” to review notes, summarize readings, or check your understanding.

### Collaboration and Communication

- Enhance group projects by using AI to summarize discussions or generate collaborative ideas.
- Use AI-powered translation tools to facilitate multilingual communication among peers.

### Ethical Usage

- Maintain academic integrity through the appropriate use of AI tools and proper crediting of AI assistance in work.
- Adhere to strict data security and confidentiality standards when using AI tools to ensure all student information is handled securely.
- Participate in regular training sessions to understand ethical AI use, including its capabilities and limitations, to effectively support learning growth.

### Resources:

[UNESCO AI Competency Framework for Students](#)

[ECSD Student Guidelines for Generative AI Acceptable Use](#)



# Appropriate Use Examples

## DIVISION STAFF

AI can be a powerful tool to automate various tasks across different departments. Here are some ways AI can be used to automate tasks, along with examples:

- **Automating Financial Reporting:** AI can generate financial reports by analyzing data from various sources, reducing the time and effort required for manual reporting.
- **Fraud Detection:** AI can monitor transactions in real time to detect and flag suspicious activities, helping to prevent fraud.
- **Engagement:** AI can predict employee satisfaction and potential turnover, career planning and growth, survey development, monitor and promote employee wellness by analyzing data related to work habits and suggesting improvements for better work-life harmony
- **Predictive Analytics:** AI can analyze historical data to forecast future trends; for example, budgeting, financial planning, enrollment, procurement.
- **Streamlining Recruitment:** AI can screen resumes, schedule interviews, and even conduct initial interviews using chatbots, making the recruitment process more efficient.
- **Employee Management:** AI can manage employee records, track performance, and provide insights into employee engagement and retention.
- **Workforce Analytics:** AI can analyze workforce data to identify trends and provide recommendations for improving employee satisfaction and productivity.
- **Administrative Support:** AI can automate routine administrative tasks such as attendance tracking, scheduling, and report generation.
- **Resource Optimization:** AI can help optimize the allocation of resources such as classrooms, equipment, and supplies.
- **Communication Enhancement:** AI can improve communication with parents and students by automating responses to common queries and providing timely updates.
- **Data Entry and Report Generation:** AI can automate data entry tasks and generate reports, freeing up time for staff to focus on more strategic activities.
- **Predictive Maintenance:** AI can monitor equipment and predict when maintenance is needed, reducing downtime and ensuring systems run optimally.
- **Workflow Automation:** AI can automate workflows by integrating various software tools, streamlining processes, and improving efficiency.

To automate tasks using AI, you can either use existing AI tools or develop custom solutions.

- **Conversational AI:** Tools like chatbots can automate service and support tasks. For example, conversational chatbots can understand the context of questions and provide customized support.
- **AI-Powered Automation Solutions:** These tools can help accelerate innovation and improve organizational efficiency by automating end-to-end processes. Examples include AI tools for financial analysis, fraud detection, predictive analytics, recruitment, employee management, and administrative management as outlined above.

