Anglophone East School District

Artificial Intelligence
Administrator Guide

Anglophone East School District
A Better Future... Through Quality Education

Best Practices for Artificial Intelligence Use in Education

Age Restrictions:
- Ensure that AI tools are appropriate for the age group of the students. Follow any age restrictions set by the AI platform. **See age restrictions here**
- Obtain parental consent for students under the age of 13. **See permission slip here**

Data Privacy:
- Do not enter any personally identifiable information (PII) of students into AI platforms. This includes student names, addresses, school names, teacher names, phone numbers, and other sensitive information.
- Use anonymized data to protect student privacy.

Approved Platforms:
- Only use AI tools and platforms that have been approved by Anglophone East School District. **See approved list here**

Transparency and Consent:
- Inform students and parents about the use of AI tools in the classroom.

Training and Support:
- Watch the Anglophone East School District videos for teachers on how to effectively use the approved AI tools.
- Connect with your Education Support Teacher for Technology for ongoing support and resources to help integrate AI into your teaching practices. **See Education Support Teacher School list here**

Ethical Use:
- Ensure that AI tools are used to enhance learning and not to replace human interaction. AI should support teachers, not replace them.
- Be mindful of potential biases in AI algorithms and strive to use tools that promote fairness and equity.

Monitoring and Evaluation:
- Regularly monitor the use of AI tools to ensure they are being used appropriately and effectively.
- Evaluate the impact of AI tools on student learning outcomes and make adjustments as needed.

Digital Citizenship:
- Teach students about digital citizenship and the responsible use of AI. This includes understanding the ethical implications of AI and how to use technology safely and responsibly.
- Encourage critical thinking about AI-generated content and its reliability.

Feedback and Improvement:
- Gather feedback from students and teachers on the use of AI tools. Use this feedback to make improvements and address any concerns.

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School Administration and Artificial Intelligence

The successful integration of artificial intelligence into learning environments relies on guidance from school leadership. Administrators play a crucial role in determining how educators and learners will utilize AI, ensuring that privacy and security are prioritized, and measuring the impact of AI integration. These recommendations are designed to assist school leaders in adopting and monitoring AI use in educational settings.

Shared Vision
- A shared vision is essential for the cohesive integration of AI technologies into teaching and learning practices.
- Actively involve all stakeholders—educators, learners, administrators, and families—in creating this vision to empower effective use of AI tools.
- Visions should promote understanding of the benefits, ethical considerations, and goals associated with AI in education.

Tool Selection
- As stated in Policy 311, all software and applications must receive approval from the DISO, privacy officer, and EECD before use.
- Anglophone East has taken the necessary steps and approved the used of the platforms listed here.

Improvement Goals
- Incorporating technology and/or AI in your school improvement plan can create opportunities to enhance education.
- Leverage AI tools to achieve curriculum outcomes and enhance learning experiences.

Remaining Informed
- Raising awareness about the potential and limitations of AI is crucial within a learning community.
- Communicating the how and why of AI use empowers stakeholders to understand its purpose in enhancing education while preparing for ethical challenges.

Expectations and Consequences
- Establish school-wide guidelines that promote a consistent and ethical approach to AI use.
- Foster a responsible and accountable culture, helping learners and educators understand the purpose and boundaries of AI applications.
- Include guidelines on appropriate and inappropriate AI use in student handbooks and codes of conduct.

Continuous Monitoring and Interactive Assessment
- Establish a systematic process for ongoing monitoring and assessment of AI integration.
- Regularly evaluate the effectiveness of AI tools, their impact on learners, and alignment with educational goals.
- Encourage collaboration among educators to share best practices and lessons learned from AI-enabled learning experiences.

School Artificial Intelligence Integration Administrator Check List (1)

To Do:

Educational Objectives and Alignment

☐ **Identify Values and Priorities**
- Identify current educational values and priorities.
- Analyze how AI can support and enhance these elements.

☐ **Define Vision**
- Determine how educational technology, particularly AI, can amplify learning and teaching at your school.
- Identify monotonous tasks that can be automated to free up time for higher-value educational activities.

☐ **Track Integration**
- Develop indicators to track the different phases of AI integration (see teacher phases of integration here).
- Use measurement tools to evaluate the impact of AI on educational objectives.

☐ **Address Needs**
- Identify areas where AI can address specific needs (e.g., learning loss, student engagement).
- Design AI-based interventions to address these needs.

☐ **Promote Inclusion**
- Ensure AI integration does not reinforce existing inequalities.
- Promote inclusive practices to ensure all learners benefit equally from AI technologies.

To Do:

Teacher Training and Support

☐ **Professional Learning**
- Have discussion with teachers about their training needs
- Access self directed training sessions specific to available AI tools. (Access AESD Self Directed PL for approved AI platforms here.)

☐ **Ensure teachers understand how to interpret data generated by AI.**
- Have discussions with teachers about the interpretation of educational data produced by AI.
- Develop data analysis skills to improve data-driven teaching.
- Provide resources and guides for interpreting AI results.

☐ **Pedagogical Expertise**
- Highlight that AI is a complementary tool and not a substitute for pedagogical expertise.
- Encourage teachers to use their professional judgment to ethically and effectively integrate AI.
- Promote thoughtful use of AI by emphasizing the importance of teachers' experience and knowledge.

School Artificial Intelligence Integration Administrator Check List (2)

To Do:

Ethical and Privacy Considerations

☐ **Data Privacy:**
- Implement protocols for data management and protection.
- Raise awareness among teachers and school staff about best data privacy practices.
- Inform school staff about the existing laws in place.

☐ **Mitigate Biases**
- Have discussions with teachers and staff to identify and understand potential biases in algorithms.
- Collaborate with experts to develop and implement strategies to minimize these biases.
- Encourage critical reflection on the results provided by AI systems.

☐ **Ethical Use Charter**
- Develop a charter detailing the principles and guidelines for ethical AI use.
- Include sections on privacy, fairness, inclusion, and transparency.
- Involve stakeholders (teachers, students, parents) in creating and adopting this charter.

☐ **Policy Compliance:**
- Ensure continuous compliance with local and international data protection regulations at the school level.
  - Copyright Law, Information and Privacy Protection Act, Access and Protection in Health Information Act, Policy 311: Use of Information and Communication Technologies (ICT)

Monitoring and Evaluation

☐ **Effectiveness Metrics**
- Develop metrics to track AI's impact on learning and teaching.
- Use qualitative and quantitative data to assess the effectiveness of AI tools.

☐ **Feedback Mechanisms**
- Collect regular feedback through surveys, meetings, and discussion forums.
- Use this feedback to adjust and improve AI integration in educational practices.

☐ **Review Objectives**
- Analyze initial educational objectives and assess AI's impact on their achievement.
- Adjust AI integration strategies based on obtained results.

School Artificial Intelligence Integration Administrator Check List (3)

To Do:
Management

☐ **AI Policy Team**
- Include diverse roles, perspectives, and experiences for a holistic approach.
- Ensure balanced representation of school and administrative staff.

☐ **Pilot Programs**
- Pilot the program in a controlled environment to evaluate its effectiveness.
- Use learned lessons to adjust and improve before larger-scale implementation.

☐ **Administrative Tasks**
- Identify repetitive tasks that can be automated to save time.
- Analyze potential productivity and efficiency benefits.
- Develop a roadmap for gradual and controlled adoption.