

Artificial Intelligence (AI) Policy

Freedom Thinkers Education

POLICY STATEMENT

Freedom Thinkers Education recognizes that Artificial Intelligence (AI) is becoming an increasingly important tool in education and the workplace. The school supports the responsible, ethical, and educational use of AI to enhance learning, improve efficiency, and develop digital literacy.

The use of AI at Freedom Thinkers Education is intended to support but not replace critical thinking, creativity, problem-solving, communication, and independent learning. Students, teachers, and staff are expected to use AI with honesty, integrity, responsibility, and sound professional judgment.

AI is a learning tool rather than a substitute for personal effort. All members of the school community are expected to use AI in ways that uphold academic integrity, respect privacy, and maintain the credibility of their own work.

POLICY RATIONALE

Artificial Intelligence is rapidly becoming part of everyday life and will continue to shape education, employment, and society. It is therefore important that students develop the knowledge and skills necessary to use AI responsibly and critically.

Freedom Thinkers Education believes that students learn best through perseverance, independent thinking, and authentic learning experiences. While AI can provide valuable support for learning, overreliance on AI may limit the development of essential academic and life skills.

This policy establishes clear expectations for the responsible use of AI by students and staff while maintaining the school's commitment to work ethic, integrity, responsibility, and academic excellence.

POLICY AND PROCEDURES

I. Purpose

This policy provides guidelines for the ethical, responsible, and educational use of Artificial Intelligence by students, teachers, and staff.

Its purposes are to:

- Promote responsible and ethical AI use.
- Preserve academic integrity and authentic learning.
- Encourage critical thinking and independent work.
- Establish clear expectations for acceptable AI use.
- Protect the privacy and confidentiality of students and staff.
- Ensure AI enhances learning without replacing human judgment, creativity, or responsibility.

II. Guiding Principles

The following principles apply to all AI use within Freedom Thinkers Education.

- The use of AI is a privilege, not a right.
- AI is intended to support learning rather than complete work for students or staff.
- Users remain responsible for the accuracy and quality of all work produced, regardless of whether AI was used.
- AI-generated information should always be verified using reliable sources.
- AI tools may contain inaccuracies, bias, or incomplete information and should be evaluated critically.
- Many educational software programs include embedded AI features (such as Canva or Microsoft applications). This policy applies regardless of whether AI is directly accessed or integrated into another platform.

III. Student Use of Artificial Intelligence

Students who use AI are expected to do so responsibly and in accordance with teacher expectations.

Students **may** use AI to:

- Generate ideas or brainstorm topics.
- Receive explanations of concepts.
- Ask questions during research.
- Develop study questions or review materials.
- Improve grammar, spelling, punctuation, or word choice after completing their own work.
- Create speech-to-text supports.
- Create images when approved by the teacher.
- View examples or models of assignment formats or writing styles.

Students **shall not** use AI to:

- Generate assignments or projects for submission as their own work.
- Complete tests, quizzes, or assessments unless specifically authorized.
- Copy or submit AI-generated content without permission.
- Misrepresent AI-generated work as original work.
- Circumvent the learning process by relying on AI rather than developing their own understanding.

Students must comply with the minimum age requirements established by each AI platform.

IV. Citation and Academic Integrity

Whenever AI has been used to support an assignment, students must acknowledge its use.

Appropriate acknowledgement includes identifying:

- the AI platform used; and
- the specific purpose for which it was used.

Examples include:

- "Grammar edited using ChatGPT."
 - "Word choice suggestions provided by ChatGPT."
 - "ChatGPT used for brainstorming project ideas."
- Failure to acknowledge AI use may be considered a breach of academic integrity.

V. Verification of Information

Students are responsible for evaluating the accuracy of AI-generated information.

When AI is used as a research tool, students must:

- verify information using reliable sources;
- consider multiple perspectives;
- evaluate potential bias;
- use their own judgment when incorporating information into assignments.

AI shall not be considered a primary source of factual information.

VI. Staff Use of Artificial Intelligence

Teachers and staff may use AI to support professional responsibilities while maintaining professional judgment and confidentiality.

Staff may use AI to assist with:

- lesson planning;
- assignment creation;
- instructional materials;
- assessment ideas;
- formatting documents;
- improving wording and grammar;
- generating examples or exemplars.

Staff remain fully responsible for reviewing, editing, and verifying all AI-generated material before using it.

VII. Confidentiality and Privacy

Teachers and staff shall not enter confidential, identifying, or personal information relating to students, families, staff members, or school operations into publicly available AI platforms.

All AI use must comply with applicable privacy legislation and Freedom Thinkers Education confidentiality expectations.

VIII. Report Cards and Professional Judgement

Report cards, student evaluations, Individual Education Plans (IEPs), learning updates, and other professional comments must reflect the teacher's own observations, assessment, and professional judgment.

AI may assist with editing or improving wording but shall not replace authentic teacher evaluation.

IX. Education and Awareness

Teachers shall provide age-appropriate instruction regarding responsible AI use.

Students aged 13 years and older shall review this policy annually before using AI as part of classroom learning.

Instruction shall include:

- responsible use;
- academic integrity;
- proper citation;
- recognizing bias;
- verifying information;
- ethical decision-making.

X. Misuse of Artificial Intelligence

Misuse of AI includes, but is not limited to:

- submitting AI-generated work as original work;
- failing to acknowledge AI use;
- using AI to cheat on assessments;
- entering confidential information into AI systems;
- using AI in a manner that violates school policies.

XI. Consequences

Students

Concerns regarding AI misuse shall be addressed according to the nature and severity of the incident.

Responses may include:

- discussion and education regarding appropriate AI use;
- resubmission of work;
- loss of credit for the assignment where appropriate;
- parent or guardian notification;
- development of a learning plan to support responsible AI use;
- disciplinary action consistent with the Code of Conduct.

Repeated or serious misuse may result in further disciplinary action, including dismissal from Freedom Thinkers Education.

Students who become aware of significant misuse of AI are expected to report their concerns to a supervising teacher.

Staff

Failure to comply with this policy may result in disciplinary action in accordance with Employment Standards, school policy, and professional responsibilities.

XII. Policy Review

Because Artificial Intelligence continues to evolve rapidly, this policy shall be reviewed annually and updated as necessary to reflect changes in technology, legislation, educational best practices, and school needs.

DEFINITIONS

Artificial Intelligence (AI)

Computer systems designed to perform tasks that normally require human intelligence, including generating text, images, ideas, summaries, translations, and other forms of content.

Academic Integrity

The practice of completing and presenting work honestly, ethically, and responsibly while giving proper credit for the ideas and contributions of others, including AI tools.

AI-Assisted Work

Work that has been created primarily by the student or staff member while using AI to support specific aspects such as brainstorming, editing, formatting, or organization.

AI-Generated Work

Content produced substantially or entirely by an Artificial Intelligence system.

Professional Judgment

The informed decisions made by teachers based on their knowledge, expertise, observations, and assessment of student learning.

Confidential Information

Personal or identifying information relating to students, families, staff members, or school operations that is protected by privacy legislation or school policy.

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