



# BHNCDSB Guidelines for Responsible Student Use of Generative Artificial Intelligence

## Summary

The Brant Haldimand Norfolk Catholic School Board's Guidelines for Responsible Student Use of Generative Artificial Intelligence (GenAI) aims to direct students on how to utilize Generative AI tools safely and effectively. Acknowledging both potential risks and benefits, this framework aims to guide sound decision-making to prevent harm and enhance the influence of our Catholic Social Teachings.

The guidelines within this document outline our current understanding and best-use practices of GenAI.

The application of AI should be a cyclical process that begins and ends with human involvement. It starts with human inquiry, which prompts the AI to generate output. This output, however, is not the final product. It should be subjected to human reflection, insight, and edits to ensure a comprehensive understanding of the content produced by the AI. This iterative process underscores the role of AI as a tool that enhances human intelligence, rather than a replacement for it.

***"The urgent need to orient the concept and use of artificial intelligence in a responsible way, so that it may be at the service of humanity and the protection of our common home, requires that ethical reflection be extended to the sphere of education and law."***

***Pope Francis (Fung, 2023)***

## Acknowledgement

This document was produced using assistance from ChatGPT and Copilot and used the [Waterloo Catholic District School Board \(wcdsb.ca\)](https://www.waterloocatholic.ca/waterloocatholic-district-school-board/wcdsb-ca) AI Guidelines as a starting point. The content has been thoroughly examined, modified, and refined from any AI-generated outputs. BHNCDSB is accountable for this document.

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# What is Generative AI (GenAI)?

Generative Artificial Intelligence (GenAI) tools are trained on massive amounts of data to recognize patterns and relationships between words, images, sounds, code, etc. When you provide instructions (a prompt), the tool uses those relationships to generate brand-new, original content (outputs) that follows the instructions you gave it. GenAI tools can create unique text, images, music, video, and other media quickly.

Since a web search and GenAI serve different purposes, they require different skills by the user. A web search requires short, distinct keywords. A conversation with a GenAI chatbot requires a clear prompt.

	Web Search	GenAI
What is it?	Finds and shows you content that already exists.	Creates new content based on what you ask for.
How does it work?	Sorts through existing internet content to find what matches your query.	Uses patterns it has learned from data to generate unique responses and content.
Purpose	Great for finding specific information, sources or websites.	Useful for creating new content, answering questions in conversation, and even helping with creative tasks.

## Microsoft Copilot



The approved GenAI tool for the BHNCDSD is Microsoft Copilot.

The key feature of [Copilot](#) over other GenAI tools is its login protection. This ensures that interactions are secure and private. This protection is enabled automatically when logging onto a school computer. At home, students must log in using their BHNCDSD credentials to access the chatbot and be protected.



## Using GenAI for Learning

Using GenAI can be an exciting and innovative way to enhance your learning journey. It's important to remember that GenAI should **complement**, not replace you. Use GenAI as a helpful resource alongside your classes, textbooks, and discussions with teachers and classmates to get the most out of your education.

GenAI could be used to:

- **Boost Your Creativity:** Use GenAI to spark ideas like inspiration for your art project? GenAI can spark ideas across subjects, from suggesting story twists to generating unique music samples.
- **Team Up with AI:** GenAI can act as an assistant throwing out ideas, finding research sources, and helping you connect the dots between different topics.
- **Master Languages:** GenAI offers real-time translation, personalized exercises, and even interactive dialogues to make learning fun and engaging.

- **Level Up Your Learning:** GenAI can help you organize your thoughts, create quizzes to test yourself and review key concepts.
- **Get Personalized Support:** AI-powered virtual assistants can answer your questions, help with homework, and provide extra practice, making personalized learning accessible to everyone.
- **Clarify What You Need to do on a Project or Assignment:** GenAI can summarize or reword the instructions or expectations, you can get a better sense of what you need to do to be successful on a project or assignment.
- **Help You Organize and Manage Your Time:** GenAI can create a personalized timeline to help you complete an assignment or project. It can even create partial deadlines along the way.

### **IMPORTANT THINGS TO REMEMBER:**

- **Cause No Harm:** Utilizing GenAI to generate malicious content or impersonate individuals is unacceptable. These technologies are designed for educational purposes and should not be used to cause harm to others.
- **Think for Yourself:** Don't become overly reliant on GenAI. It can miss important details, so be sure to critically analyze what it generates and use your brainpower too. Your teachers can guide you on when and how to use AI tools responsibly.
- **Stay Honest:** Copying from GenAI tools without citation is a form of academic dishonesty. If you use GenAI content, you need to cite it properly.

**Note:** Please be prepared to talk about your work.

Your teacher may ask you to explain further or in more detail the sources or subject of your work.

## **What Do I Need to Think About Before I Get Started?**

When we talk about using GenAI in school, it's like using any other tool—it comes with rules to follow and ethical choices to make. This means using it to help us learn and grow, not to take shortcuts or be unfair. In this section, we'll explore how to use GenAI wisely, making sure we're always fair, respectful, and considerate of how our choices affect others and our community.

### **UNDERSTANDING GENAI WITH OUR CATHOLIC TEACHINGS:**

- We use our Catholic teachings to decide right from wrong with GenAI.

### **USING GENAI SAFELY:**

- Think about data privacy and what should be included in your prompt. **Never enter personal information about yourself or others** (names, birthdates, photos, addresses, phone numbers, personal details etc.)
- GenAI can sometimes give wrong or biased information.
- GenAI might use others' ideas without permission or proper citation and acknowledgement.
- People who know a lot about a topic can use GenAI better. If you're not an expert, double-check the information.

### Accuracy, Misinformation, and Bias Issues:

- GenAI can make mistakes or show unfairness because it learns from human-made content.
- This content might not always match our Catholic values.
- GenAI might use outdated information.

### Copyright Concerns:

- Using GenAI can lead to questions about intellectual property (who owns the created content).
- It's important to respect others' work and not claim it as your own. If you use it, cite it.

### GenAI Class or Assignment Use:

- It will not always be appropriate to use GenAI for tasks in class and assignments. Seek permission from your teacher before using a GenAI tool for school use.

The **EVERY** framework provides an acronym to remind you of the steps needed to ensure ethical use of AI by, EVERY time AI is used.



## Prompting

In the context of GenAI, prompting refers to the process of providing a GenAI model (like [Copilot](#)) with a specific instruction, question, or conversation to generate a desired output, such as text, images, code, music, or other media. A good prompt will often result in an outcome you were looking for.

GenAI needs good instructions. Here are 5 tips to help you with your prompting:

1. **Be the Boss:** Tell the AI exactly what you want it to do. Do you want a poem, a story, a code snippet, or something else? Be clear in your prompt. The more details you give, the better the AI can understand your vision. Describe characters, settings, plot points, or the style you want for your creation.
2. **Show, Don't Tell:** Instead of just saying "Write a scary story," give the AI some starting points. Maybe describe a creepy old house or a character who hears strange noises.
3. **Ask Questions:** GenAI can be a great research assistant. Ask it to summarize complex topics, compare and contrast ideas, or even predict future outcomes based on data.
4. **Keep it Clear:** GenAI works best with clear, concise language. Avoid slang, jargon, or overly complicated sentences.
5. **Revise and Refine:** Your first prompt might not be perfect. Don't be afraid to experiment and rewrite it to see what kind of results you get. You may also want to consider using some of GenAI's suggestions to revise your initial prompt.

## Academic Integrity (Plagiarism and Cheating)

Maintaining honesty in all schoolwork is very important. When you use help from GenAI tools in your projects or homework, you must clearly show which parts are your ideas and which parts the tool helped create. If the use of an AI tool is allowed by your teacher, ensure you understand how to properly cite the use of this tool before using it.

### *Formal Citations:*

If a formal citation is expected, use these resources to help you cite your work properly.

- [MLA Style - Generative AI](#)
- [APA Style - ChatGPT](#)
- [Chicago Style - Generative AI](#)

If traditional citations are not required, but any form of GenAI was used, make sure to include a statement about how AI was used (brainstorming, outlining, feedback, editing, etc.).

### *Informal Citation Examples:*

"Created by John Doe with editing assistance by Copilot."

"I used Copilot to help me brainstorm ideas for my project."

"Image created in partnership with Copilot. Prompt: "Create a photorealistic image of a unicorn with a rainbow background, jumping over a pot of gold."

## Seeking Help

If you have any questions or are unsure if AI is allowed on your assignment, be sure to talk to your teacher. They will provide answers to your questions and provide you with some clarity.

# Glossary

**Academic Integrity:** A commitment to and demonstration of honest and moral behavior in an academic setting. This principle involves acknowledging others' contributions and avoiding plagiarism, and it extends to maintaining high academic standards in teaching, curriculum, and fostering sound research processes.

**Artificial Intelligence (AI):** AI refers to the capability of computers or algorithms to mimic intelligent human behavior, such as reasoning, learning, and problem-solving. It encompasses a broad field within computer science, focused on developing intelligent machines that can perform tasks that typically require human intelligence.

**Bias in AI:** This involves the tendency of AI systems to produce prejudiced outcomes due to the data they are trained on or the way they are programmed. Bias in AI can lead to unfair or unethical results, reflecting existing human prejudices in their outputs.

**Catholic Social Teachings:** A set of doctrines developed by the Catholic Church, emphasizing social justice, the dignity of human life, and the need for societal structures that support the common good. These teachings advocate for addressing poverty, inequality, and upholding human rights.

**Copyright:** A legal right granted to the creator of original works, including the exclusive right to reproduce, distribute, and display their work. Copyright laws aim to protect creators' intellectual property and encourage the creation of new works.

**Data Privacy:** Refers to the handling of sensitive information, especially personal data, in a way that respects individual privacy and confidentiality. It involves protecting data from unauthorized access, collection, use, or disclosure and ensuring ethical use of personal information.

**Digital Citizenship:** The responsible use of technology by citizens, involves the understanding of how to use technology ethically, legally, and safely. It includes awareness of one's digital footprint and the impact of digital actions on oneself and others.

**Ethical Choices:** In the context of technology and GenAI, ethical use refers to using these tools in a morally sound way, respects individual rights, and does not cause harm. This includes considering the impact of technology on privacy, security, and societal norms.

**Generative Artificial Intelligence (GenAI):** A type of AI that can generate new content or data based on the inputs it receives. GenAI often involves the use of machine learning models to create outputs that are novel and not explicitly programmed.

**Misinformation:** The spread of false or inaccurate information, often without malicious intent. Misinformation can be due to errors, misunderstandings, or lack of information.

**Plagiarism:** The act of using someone else's work, ideas, or expressions without proper acknowledgment or permission, presenting them as one's own. Plagiarism is considered unethical and can violate copyright laws.

# Works Cited

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