

## Responsible AI Use in Education: Guidelines for Teachers

Artificial intelligence (AI) offers powerful opportunities to enhance teaching, streamline workflows, and support student learning. As this technology continues to evolve, it’s vital that educators use AI responsibly, ethically, and in alignment with local policy. These guidelines provide foundational direction for safe and meaningful AI use in Manitoba schools.



- Only use AI tools supported by your division, particularly those hosted within your domain (Microsoft 365, Google Workspace) as these protect student data, organizational data, and personal data.
- Understand the difference between licensed (division-approved) vs unlicensed (public/free) AI tools and platforms.

- Never upload student work, personal information, or confidential data into public AI platforms.
- Respect intellectual property (IP) rights when sharing or generating content.
- Ask: “Who owns the data I upload?” and review the tool’s terms of service.
- Ensure consent is obtained before collecting any user data (especially students).



- AI is a tool to *support* planning, drafting, brainstorming, and communication - it should not be used to replace teacher judgement.
- The teacher is solely responsible for the assessment/marking of the student work, not AI.
- Proofread, verify, and adapt AI-generated content for accuracy, context, and tone.

- Understand that AI consumes energy and resources - use intentionally to avoid unnecessary use.
- Consider environmental, community, and social impacts of adopting AI tools.



- Be aware that AI is trained on data that reflect systemic bias, privilege, and inequities.
- Question: Who benefits from this tool, and who is being harmed?
- Use AI to elevate diverse voices and foster dialogue on real-world issues relevant to students and communities.

- Use AI as a digital assistant: summarizing documents, organizing ideas, generating writing prompts, or helping with administrative tasks.
- Fact-check outputs, especially when using AI for complex research or communication.
- Always exercise professional discretion and critical thinking.



- Encourage students to explore AI’s role in society.
  - Ask who controls AI outcomes.
  - Challenge algorithmic bias to uphold equity.
  - Discuss the ethics of automation, surveillance, and data use.