

HRCE Artificial Intelligence Guidelines for Teachers and Students

The Halifax Regional Centre for Education (HRCE) Artificial Intelligence (AI) Guidelines are designed to ensure that AI technologies are integrated into education for both teachers and students in an ethical, safe, and inclusive manner. All users should be aware of the limitations of AI (such as biases excluding voices of groups that exist in models and environmental impacts) when using AI-related tools and products.

The guidelines provide a foundation for integrating AI in ways that strengthen teaching and support student learning. Their success depends on keeping all stakeholders informed and involved. Teachers, students, parents, and community members should be engaged in ongoing discussions about AI's role in the classroom, fostering transparency, collaboration, and shared responsibility. These guidelines are grounded in five principles:

Ethical Use: AI tools should be used in ways that give all students fair access and avoid creating barriers while adhering to existing terms of service and consent requirements. Reviewing the privacy policies and terms of service of AI resources and tools to ensure compliance and to safeguard student data. Using AI ethically and responsibly creates opportunities for personalized learning while protecting students' emotional and digital well-being. [AI in education: Addressing ethical challenges in K-12 settings](#)

Safety and Well-being: AI tools need to be used in ways that protect the safety, privacy, and mental well-being of teachers and students. This includes safeguarding personal data and ensuring that no identifiable student information is shared with AI tools under any circumstances. Educators should actively monitor AI applications to prevent exposure to harmful or inappropriate content and to reduce risks such as cyberbullying, racism, and misinformation. AI use should contribute to a positive, inclusive learning environment where all learners feel supported and safe. [UNICEF AI Policy Guidance for Parents, Teens, and Organizations](#)

Academic Integrity: Students and teachers should be transparent when AI tools are used to create or assist with academic work. This includes clearly disclosing the role AI played and citing AI-generated content appropriately. Intellectual property considerations remain important, and all AI-generated material must be reviewed for accuracy, originality, and proper attribution before being used or submitted. Educators play a key role in supporting academic integrity by providing explicit instruction on when AI use is appropriate, how to disclose it, and how to cite AI tools. In the classroom, clear expectations shared and co-created with students can help ensure AI enhances learning rather than replacing authentic thinking and skill development. [Using Generative AI](#)

Critical Use of AI: All individuals — regardless of age — should critically evaluate AI-generated information (including text, images, audio, and video). AI can enhance and amplify our knowledge, but it must not replace critical thinking. This process includes reviewing outputs for accuracy, bias, completeness, and alignment with learning goals. AI should support thinking — not replace the human judgment, analysis, and decision-making that remain central to meaningful learning. Using AI in a *human-centred* way ensures that people remain in control of the choices, interpretations, and conclusions that matter. [How to be a "Human in the Loop" - by Eric Hudson](#)

AI Literacy: AI technology continues to evolve rapidly, and ongoing learning is essential to remain an informed and responsible user. Building AI literacy helps teachers and students understand how these tools work, how to use them appropriately, and how to recognize their limitations. Developing this knowledge and skills also prepares students for a future in which AI-assisted technologies will be an integral part of workplaces, communities, and everyday life. [The importance of AI literacy for all | Mike Kentz | TEDxSavannah](#)