

HRCE Artificial Intelligence Guidelines for Teachers and Students

The Halifax Regional Centre for Education (HRCE) Artificial Intelligence (AI) Guidelines support the ethical, safe, inclusive, and responsible use of AI by teachers and students. Users should understand that AI has limitations, including bias, inaccurate or incomplete information, and environmental impacts.

These guidelines provide a foundation for using AI to strengthen teaching and support student learning. Their success depends on keeping teachers, students, families, and school communities informed and engaged through ongoing communication, transparency, and shared responsibility.

The 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. Educators should review privacy practices to help safeguard student data. Students should only use AI-enabled and smart devices, including smart glasses and wearable technologies, in ways that respect privacy, consent, school expectations, and the learning environment. These devices should not be used to record, photograph, identify, monitor, or collect information about others without appropriate permission. Ethical AI use should support learning while respecting privacy, fairness, and individual needs. For further guidance on protecting student privacy when using educational technologies, see: [Protecting the privacy of children and youth through responsible use of educational technologies in the classroom](#).

Safety and Well-being: AI tools should be used in ways that protect the safety, privacy, and well-being of teachers and students. Educators should not share personal or identifiable student information with AI tools. Students should understand that AI is a tool, not a person or trusted adult, and should protect their personal information. If AI-generated content or an AI interaction makes a student feel unsafe, uncomfortable, or concerned, they should stop and tell a trusted adult. Educators should actively monitor AI applications to prevent exposure to harmful or inappropriate content and reduce risks such as cyberbullying, racism, and misinformation. [NeedHelpNow.ca](#) and [Cybertip.ca](#) can provide support when intimate images have been shared, created, or altered without consent.

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. AI-generated material should be reviewed for accuracy, originality, and proper attribution before use or submission. Educators should clearly communicate when AI use is appropriate and when students are expected to complete the thinking or skill independently. Co-created classroom expectations can help make these boundaries clear and support responsible and transparent use of AI. For further guidance, see the [AI Use Spotlight](#).

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 extend learning, but it must not replace critical thinking. Outputs should be reviewed for accuracy, bias, completeness, and alignment with learning goals. AI should support thinking, not replace the human judgment, analysis, and decision-making central to meaningful learning. For guidance on recognizing AI-enabled misinformation and deepfakes, see the [Government of Canada's Online Disinformation resources](#).

AI Literacy: AI technology continues to evolve rapidly, making ongoing learning essential for informed and responsible use. Building AI literacy helps teachers and students understand how AI works, recognize its capabilities and limitations, evaluate its outputs, and make informed decisions about when and how to use it. These knowledge and skills help prepare students to participate confidently and responsibly in workplaces, communities, and everyday life increasingly shaped by AI. For further learning, see the [Government of Canada's AI Literacy resources](#).