DDSB Ignite Learning

POLICY

Governance (GOV)

P GOV 14

Title: **Artificial Intelligence (AI) Governance Policy**
Adopted: November 12, 2026
Effective: November 13, 2026
Amended/Reviewed: N/A

1.0 RATIONALE

The Durham District School Board (DDSB) recognizes that Artificial Intelligence (AI) is increasingly influencing teaching, learning, communication, and operations.

AI technologies present opportunities to support student learning, enhance accessibility, improve operational efficiency, and assist staff in a range of professional and administrative tasks. At the same time, AI use requires thoughtful oversight to address considerations related to privacy, accuracy, algorithmic biases, human rights, accountability, transparency, copyright, and the appropriate use of information.

This policy establishes governance direction for the responsible use of AI across DDSB, supporting consistent, transparent, and accountable practices aligned with the Board's Multi-Year Strategic Plan, commitments to Indigenous rights, human rights and accessibility, applicable legislation, and evolving public sector expectations for responsible AI use and information protection.

2.0 OBJECTIVE

The objectives of this policy are to:

a) establish a consistent governance framework for the responsible, safe transparent, ethical and accountable use of Artificial Intelligence (AI) across DDSB

b) support the appropriate use of AI to enhance teaching, student learning, accessibility, operational effectiveness, and professional practice while maintaining meaningful human oversight and accountability

c) safeguard privacy, Indigenous and human rights and responsibilities, accessibility, and student and staff well-being

d) establish clear expectations for oversight, risk management, and compliance with applicable legislation, Board policies, and records and information management requirements

3.0 DEFINITIONS

a) Artificial Intelligence (AI): A machine-based system that generates outputs such as predictions, content, recommendations, or decisions based on input data. This includes Generative AI, which creates new content, such as text,

images, or audio, based on patterns in data.

b) **Human Oversight (Human Centered)**: Meaningful human review, verification, and approval of AI-generated outputs before they are used. This includes the ability to assess, question, override, reject, or correct AI-generated outputs or recommendations.

c) **Advisory Use**: The use of AI to inform, support, or assist a decision, while meaningful human review and final decision-making authority remains with an accountable individual.

d) **Personal Information**: Information about an identifiable individual as defined under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended.

e) Personal Health Information: Personal Information related to health as defined under the *Personal Health Information Protection Act*, 2004, S.O. 2004, c. 3, Sched. A, as amended.

f) **Official Record**: Recorded information created, received, or used in the course of district business that is retained in accordance with DDSB records management requirements.

g) **High-Risk AI Use**: The use of AI that may significantly affect an individual, group, decision-making process, or Board operation, including evaluative, predictive, profiling, surveillance, or automated decision-support uses.

h) **Sensitive Information**: Information that, if disclosed or misused, could reasonably be expected to harm an individual, compromise privacy, or affect Board operations.

i) **Algorithmic Bias**: Systematic or systemic errors, assumptions, stereotypes, patterns, or outputs that may unfairly advantage or disadvantage individuals or groups, including discriminatory, inequitable, or exclusionary impacts.

j) **Enhancing Digital Security & Trust Act (EDSTA):** A legislative framework designed to strengthen cybersecurity, establish guardrails for artificial intelligence (AI), and increase data privacy protections across public sector entities.

4.0 RESPONSIBILITY

The Chief Executive Officer (CEO) is responsible for the implementation, administration, and communication of this policy.

The CEO may delegate operational responsibilities to appropriate departments, including but not limited to Information Technology, Research and Strategic Analytics, Communications Services, and Records and Information Management.

Superintendents, Principals, and Department Managers are responsible for ensuring compliance with this policy within their areas of responsibility.

All staff are responsible for adhering to this policy when using AI in their professional roles.

Students are responsible for using AI in accordance with Board and school expectations, academic integrity expectations, and applicable technology procedures.

5.0 APPLICATION AND SCOPE

This policy applies to all DDSB staff, students, trustees, contractors, service providers, volunteers, and partners who use Artificial Intelligence (AI) for Board-related purposes.

This policy applies to the use of AI in teaching and learning, administrative and operational processes, communications, reporting, research, analysis, and decision-support activities.

This policy shall be read in conjunction with applicable legislation, regulations, collective agreements, and other Board policies and procedures, including those relating to privacy, acceptable and safe use of technology, social media, procurement, accessibility, Indigenous rights, human rights, records and information management, and professional standards.

6.0 POLICY STATEMENT

The Durham District School Board is committed to the responsible, safe, ethical, transparent, and accountable use of Artificial Intelligence (AI) to support teaching, learning, operations, and service delivery. AI shall be used in ways that uphold human oversight, privacy, security, accessibility, Indigenous rights and human rights and responsibilities, and compliance with applicable legislation and Board requirements.

7.0 POLICY DIRECTIVES

The following directives establish expectations for the use of Artificial Intelligence (AI) across the Durham District School Board.

This policy shall be interpreted and implemented in ways that uphold Indigenous and human rights, promote accessibility, and prevent discrimination.

7.1 Acceptable and Prohibited Use

a) AI may be used to support teaching, learning, and Board operations where appropriate and aligned with Board policies and procedures.

b) AI shall not be used to:

- make autonomous or determinative decisions that significantly impact students (e.g. grading or evaluating student performance), staff, families, employment matters, accommodation requests, accessibility supports, or Board operations without meaningful human review and accountability;
- evaluate or profile students or staff in ways that may significantly affect their rights, opportunities, or outcomes;
- generate outputs without meaningful review and verification;
- conduct surveillance, predictive analysis, or similar higher-risk activities that may significantly impact individuals unless the use has been appropriately reviewed and authorized in accordance with Board requirements.

7.2 Human Review

a) AI-generated outputs shall be reviewed and verified prior to use, including consideration of accuracy, context, appropriateness, algorithmic biases, privacy, and potential Indigenous and human rights impacts.

b) Final decision-making authority and responsibility shall remain with the individual responsible for the decision.

7.3 Risk-Based Use

a) AI use shall be proportionate to the level of risk.

b) Higher-risk uses shall require review and approval through processes established by the Chief Executive Officer (CEO), which may include consultation with relevant board staff (e.g., privacy, records and information management, information technology, research and strategic analytics, Indigenous education, human rights and accessibility, communications management, and program-area leadership), as applicable.

7.4 Privacy and Data Protection

a) Personal or Sensitive Information shall not be entered into AI tools unless authorized and in compliance with Board requirements, including applicable privacy, security, and information management requirements. When personal or sensitive information is processed, the AI tool must be strictly restricted from unauthorized data mining, model training, or any secondary data utilization.

b) AI tools used for Board purposes must meet approved technology and privacy, cybersecurity, accessibility, and information governance standards and requirements as applicable.

c) AI systems or uses involving elevated privacy, security, operational, accessibility, or human rights considerations will require additional review, assessment, safeguards, or approvals prior to implementation or expanded use.

7.5 Indigenous Rights, Human Rights and Accessibility

a) AI use shall support accessibility, inclusion, and meaningful participation and shall not create or reinforce barriers for students, staff, or community members.

b) Before AI is used in ways that may affect individuals or groups, users shall consider and address algorithmic biases that may create, reinforce, or perpetuate harmful stereotypes, potential barriers, and/or adverse, inequitable, disproportionate, or discriminatory impacts.

c) This includes consideration of impacts on students, staff, and communities based on ancestry, race, ability/disability, sex, gender identity, gender expression, sexual orientation, creed/religion, and other protected grounds under the Ontario Human Rights Code, including their intersectional impacts.

d) Where AI use or implementation may have distinct implications for Indigenous staff, students, families, communities, or related rights and interests, the Board

shall consider appropriate relationship-based, culturally responsive, and rights-aware approaches.

e) AI use shall consider environmental, social, and cultural impacts, including responsibilities to the land and communities, and promote intentional and responsible use of AI technologies.

7.6 Transparency

a) The Board shall promote transparency in its use of AI and comply with applicable legislative requirements concerning disclosure and notification (i.e., EDSTA).

b) AI use shall also be disclosed where required by legislation or Board requirements, including where it meaningfully informs decisions, communications, or learning processes, in accordance with established Board procedures.

7.7 Roles and Accountability

a) The CEO shall ensure that appropriate structures, processes, and supports are in place to govern AI use across the system.

b) Superintendents, Principals, and Department Managers shall ensure that AI use within their areas aligns with this policy and associated procedures.

c) Staff are responsible for complying with this policy and exercising professional judgement when using AI.

7.8 Records and Information Management

a) AI-generated content and related information used in conducting official Board business, including decision-making, communications, reports, and operational processes, may constitute official Board records.

b) Relevant inputs, outputs, and related documentation shall be retained and managed in accordance with applicable Board records and information management requirements.

7.9 Monitoring, Review, and Capacity Building

a) The Board shall monitor and periodically review AI use to identify emerging risks, assess compliance, address potential adverse, disproportionate or discriminatory impacts and inform continuous improvements.

b) The Board shall support age-appropriate and role-appropriate AI learning to promote informed, critical, and responsible use.

8.0 EVALUATION

This policy will be monitored on an ongoing basis and formally evaluated every five years to ensure continued relevance, effectiveness, and alignment with DDSB's strategic priorities and legislative requirements.

9.0 COMMUNICATION

This policy will be published on the DDSB public website in an accessible format and communicated to all relevant stakeholders.

Supporting procedures, guidelines, and resources will be developed to support implementation across the system.

10.0 REFERENCES

- Truth and Reconciliation Commission Calls to Action
- United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)
- Ontario Human Rights Code
- Accessibility for Ontarians with Disabilities Act
- Education Act
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Enhancing Digital Security and Trust Act, 2024
- DDSB Indigenous Education Policy (P IND 01)
- DDSB Human Rights, Anti-Discrimination and Anti-Racism Policy (P HRA 01)
- DDSB Safe and Respectful Workplace Policy (P HUM 04)
- DDSB Privacy Policy (P GOV 06) and Procedure (PR GOV 06-01)
- DDSB Acceptable and Safe Use Procedure (PR SCO 99-01)
- DDSB Artificial Intelligence (AI) Governance Procedure (PR GOV 14-01)
- DDSB Technology Approval Process (TAP) (PR GOV 06-03)
- DDSB Usage of Social Media Procedure (PR COM 01-03)
- DDSB Records and Information Management Policy (P GOV 10)