



Okanagan
Similkameen
SD53

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School Name: Southern Okanagan Secondary School

Administrator Contact: Ms. Bev Young byoung@sd53.bc.ca

Date: September 2, 2025

Dear Parents or Guardians:

The Okanagan Similkameen School District is committed to providing students with innovative tools that enhance learning and prepare them for the future. As part of this effort, we plan to introduce integrating **Microsoft Copilot Chat**, an AI-powered educational assistant, into classroom activities to support student learning, creativity, and productivity for all students 13 years and older. Copilot Chat helps students by answering questions, assisting with writing, summarizing information, and more.

To ensure transparency, we are notifying you of this tool's use and providing you the opportunity to opt your child out if you prefer.

Microsoft Copilot Chat is a secure, District managed AI assistant that operates within Microsoft 365 Education environments. It is designed to:

- Help students with writing, research, and problem-solving.
- Encourage independent learning and critical thinking.
- Provide personalized support while maintaining student privacy.

All interactions are monitored and managed by the District's IT administrators to ensure safety and compliance with educational standards. No personal data is collected or shared outside the school's Microsoft 365 environment and students are guided on responsible and ethical use of AI tools.

If you **do not want your child to use Microsoft Copilot Chat**, please complete and return the form below by September 29, 2025.

If we do not receive a response, we will assume your consent for your child to use this educational tool.

Sincerely,

Bev Young

Principal

Southern Okanagan Secondary School

byoung@sd53.bc.ca



Opt-Out Form

Student Name:

Grade:

Parent/Guardian Name: _

Signature:

Date: _

☐ I do **not** give permission for my child to use Microsoft Copilot Chat in the classroom.

Please return this form to Ms. Bev Young by September 29, 2025.



Guiding Principles for AI Use in SD53

Introduction

As artificial intelligence (AI) becomes increasingly integrated into education, the Okanagan Similkameen School District is committed to ensuring that its use aligns with our core values: inclusivity, curiosity, relationships, well-being, truth & reconciliation, and adaptability. These guiding principles provide a framework for the responsible and ethical use of AI by students and staff. They will be reviewed and updated as needed in an evolving educational landscape.

1. Inclusivity

AI tools must be accessible, equitable, and age appropriate for all learners and staff. The district commits to embracing AI to enhance access to information and equity in education, providing safe environments that honor and reflect our diversity.

2. Curiosity

AI tools can enrich critical and creative thinking and problem-solving while also promoting digital literacy and responsible usage. The district encourages students and staff to explore AI to pursue innovation through inquiry and curiosity.

3. Relationships

Education is fundamentally about human connection. AI should enhance—not replace—meaningful relationships between students, staff, and the community. AI tools should be used as a complement to human processes, collaboration, and ethical decision-making.

4. Well-Being

Fostering well-being is a cornerstone of the Okanagan Similkameen School District's strategic plan. We are committed to using AI to enhance learning and promote the mental, emotional, and physical well-being of students and staff. AI should help make education more engaging, inclusive, and supportive. All AI use must respect user safety, privacy, and data protection, and align with ethical standards and legal requirements.

5. Truth & Reconciliation

The district's commitment to Truth and Reconciliation recognizes the importance of respecting cultural diversity. This encourages the consideration of Indigenous perspectives in AI applications while avoiding AI tools that perpetuate colonial biases and appropriation. We commit to a culturally responsive approach that integrates diverse perspectives in AI use and implementation.

6. Adaptability

The district commits to continuous learning, ethical reflection, and regular review of AI tools to ensure they align with best practices and our district's values. AI amplifies, but does not replace, traditional instruction, reporting, and teacher expertise. District policies and practices must be flexible and responsive.

