Non-Instructional/Business Operations

SUBJECT: ARTIFICIAL INTELLIGENCE (AI)

<u>Purpose</u>
The purpose of this policy is to ensure the safe, ethical, and educational use of Artificial Intelligence (AI) technologies by all members of the school community. AI tools have rapidly become integrated into search engines, productivity platforms, instructional software, and communication tools. The district supports using AI to enhance learning, streamline operations, and foster digital literacy while protecting students and staff from misinformation, bias, harmful content, and inappropriate use.

<u>Scope</u>
This policy applies to all students, teachers, administrators, support staff, volunteers, and contractors who access AI tools and services while performing any school-related activity, or using district devices, accounts, or networks.

<u>Definitions</u>
Artificial Intelligence (AI): Computer systems that perform tasks requiring human intelligence, including language processing, image recognition, decision support, and content generation.
- Generative AI: AI tools that create content such as text, images, audio, video, or code
- Embedded AI: AI features within everyday tools (e.g., search engines, writing assistants, email filters, productivity software)
- Misinformation: False, misleading, or fabricated information produced or amplified by AI
- Bias: Systematic errors or prejudiced outputs that unfairly impact individuals or groups

<u>General Guidelines for AI Use</u>
- Human oversight is required. All AI outputs must be reviewed by a human user for accuracy, appropriateness, and fairness
- AI is a tool not a replacement for learning or professional judgment. Students and staff must remain responsible for understanding and verifying content.
- Transparency is expected. Users should disclose when AI meaningfully contributes to schoolwork, communication, or professional tasks.
- Respect, equity, and inclusion must guide us. AI-generated or assisted content should uphold district values and avoid reinforcing stereotypes, harmful narratives, or discriminatory practices.
- Data privacy and security are mandatory. Users must follow district privacy policies, including restrictions on uploading personal or sensitive information to external AI tools.

<u>Staff Use of AI</u>
Staff may use AI tools to enhance instruction and efficiency, including but not limited to:
- Generating lesson ideas, educational materials, practice questions, or differentiated supports
- Designing instructional plans, newsletters, communications, or professional documents
- Supporting translation and accessibility
- Assisting with administrative workflow such as scheduling, summarizing, or drafting communications

SUBJECT: ARTIFICIAL INTELLIGENCE (AI)

Staff Responsibilities
- Verify accuracy, appropriateness, and source validity of AI-generated content before using it.
- Ensure no personally identifiable information (PII) about students, families, or staff is entered into unapproved tools.
- Model responsible digital citizenship, including fact-checking and identifying bias.
- Clearly label AI-generated materials when appropriate for transparency.

Student Use of AI
Students may use AI tools for educational purposes as directed by a teacher or outlined in an assignment. Acceptable uses include but not limited to:
- Research support, idea generation, and writing assistance
- Creative projects (stories, artwork, designs)
- Learning activities, including evaluating AI-generated information for accuracy and bias
- Accessibility and language support tools

Students are expected to
- Maintain academic integrity: AI tools may support learning but may not replace student thinking or complete assignments without permission.
- Clearly acknowledge when AI tools assisted their work, following teacher or school guidelines.
- Evaluate AI-generated information for reliability, perspective, and potential misinformation.
- Immediately report harmful, biased, or inappropriate content encountered through AI tools.

Prohibited Uses of AI
AI tools may not be used to:
- Cheat, plagiarize, or complete assessments without explicit authorization
- Create or distribute harmful, hateful, explicit, or inappropriate content
- Input or share PII, confidential data, or sensitive student information into unapproved platforms
- Generate deepfakes, fabricated evidence, or misleading content
- Circumvent content filters, security systems, or district monitoring tools
- Automate decisions involving grading, discipline, student placement, special services, or personnel actions without human review
- Create content that impersonates others, including staff or students

Procurement and Vendor Standards
The district will evaluate AI tools and services prior to adoption using the following standards:
>   Privacy and Security
>   - Compliance with FERPA, COPPA, and relevant state laws
>   - Clear data handling, retention, and deletion practices
>   - No use of student data for training commercial models unless explicitly allowed and contracted

Non-Instructional/Business Operations

SUBJECT: ARTIFICIAL INTELLIGENCE (AI)

Transparency
- Vendors must provide documentation on how the AI system works, limitations, and potential biases.
- Ability for district administrators to monitor usage and adjust settings

Accessibility
- Tools must support diverse learners, including multilingual students and those requiring assistive technology
- Tools must meet WCAG accessibility requirements when applicable

Pedagogical Value
- Alignment with curriculum goals, instructional best practices, and district-approved learning frameworks
- Support for critical thinking rather than automation of student learning

Risk Assessment
- Evaluation of potential bias, harms, or unintended consequences
- Availability of human override and review mechanisms

Education on Misinformation, Bias, and Responsible Use

The district will provide age-appropriate instruction to help students learn to:
- Recognize AI-generated misinformation or fabricated citations.
- Identify bias, stereotypes, and harmful content in AI outputs
- Fact-check and cross-check information using reliable sources
- Understand the limitations of AI, including errors, outdated information, and potential harm
- Use AI safely in daily digital interactions
- Practice respectful and ethical use of technology

Staff will receive professional development on:
- Ethical AI integration
- Fact-checking and reliability review
- Preventing algorithmic bias
- Safeguarding student data

Review, Governance, and Continuous Improvement

The district will maintain an ongoing process for monitoring and improving this policy:

AI Governance Team
- A committee composed of administrators, teachers, technology staff, and (when appropriate) students will:
- Review new AI tools and risks
- Make recommendations for updates to approved tools
- Evaluate feedback from students, families, and staff

Non-Instructional/Business Operations

SUBJECT: ARTIFICIAL INTELLIGENCE (AI)

Annual Review
- This policy will be reviewed at least annually to reflect:
- Changes in technology
- Emerging risks and opportunities
- Updated legal requirements
- Feedback from district stakeholders

Reporting Concerns
The district will maintain a clear process for reporting:
- Harmful or biased AI outputs
- Privacy or security vulnerabilities
- Misuse of tools by any user group
- Recommendations for improvements
- All reports will be reviewed promptly by designated staff.

Enforcement
Violations of this policy will be addressed according to the district's existing codes of conduct, staff disciplinary procedures, and administrative guidelines. Educational interventions will be prioritized to help students learn proper digital citizenship and responsible AI use.

Note: This document was created with information and assistance from other AI policy documents, ChatGPT and Genesis.

Adoption Date: 2-10-2026