

# Comprehensive AI Usage Policy for Staff, Students, and District

## Purpose

This policy aims to promote the ethical, secure, and responsible use of artificial intelligence (AI) systems and tools across the school community. By fostering innovation while safeguarding integrity, and privacy, the policy supports the school's commitment to high-quality learning and professional development.

## Section 1: General Principles

1. **Ethical Use:** AI tools should enhance, not replace, human effort, critical thinking, and creativity. Any use of AI must align with the school's educational and professional objectives.
2. **Educational Integrity:** AI may be used for explanations, exploration, and assistance in assignments, but reliance on AI must not compromise academic integrity and critical thinking.
3. **Privacy and Security:**
  - a. No personal, sensitive, or proprietary information should be entered/shared AI systems.
  - b. Data shared with AI tools must comply with privacy and security standards.

## Section 2: Student Use Guidelines

1. **Permitted Uses:**
  - a. Using AI for understanding concepts, exploring new topics, or receiving research guidance.
  - b. AI output must be verified using reliable sources, such as textbooks, peer-reviewed journals, or reputable websites.
2. **Prohibited Uses:**
  - a. Inputting personal or confidential information into AI systems.
  - b. Submitting AI-generated content as original work.
3. **Accountability:**

- a. Students are responsible for ensuring the accuracy, relevance, citation and appropriateness of AI-generated content they use.
  - b. Violations will be addressed through existing academic integrity and discipline policies.
4. **Transparency:** Students must disclose the use of AI in assignments, projects, or professional tasks.

### ***Section 3: Staff Use Guidelines***

1. **Professional Applications:**
  - a. Staff may use AI to supplement lesson plans, differentiate instruction, and support curriculum development.
  - b. AI tools should be vetted for security, privacy, and alignment with district policies before use.
2. **Supervision:**
  - a. Instructors must guide students in appropriate AI use and ensure its constructive role in learning.
3. **Prohibited Practices:**
  - a. Uploading district-sensitive, proprietary, or confidential information into AI systems.
4. **Monitoring and Reporting:**
  - a. Staff must monitor student's AI use to ensure compliance with this policy and report suspected misuse to the administration.

### ***Section 4: District-Level Guidelines***

1. **Approval of Tools:**
  - a. Only AI tools vetted for security, privacy, and data usage compliance may be used.
  - b. Approved tools and use cases must align with academic integrity and quality standards.
2. **Ongoing Evaluation:**
  - a. AI tools and practices will be regularly assessed for efficacy, security, and alignment with educational goals.
3. **Training and Support:**

- a. The district will provide training for staff and students to ensure effective and ethical AI use as needed.

### ***Section 5: Compliance and Enforcement***

#### **1. Violations:**

- a. Instances of misuse or violation of this policy will result in disciplinary action per the school's plagiarism protocol.

#### **2. Review Process:**

- a. The administration will review and investigate reports of AI misuse.
- b. AI detection tools may assist in investigations as necessary but will not be the sole determinant of policy violations.

### **Approval and Revision**

This policy will be reviewed annually to adapt to advancements in AI technologies and educational practices. Approved by the Board of Education on April 14, 2025.