



ADM-A016-STAFF USE OF ARTIFICIAL INTELLIGENCE

ADMINISTRATIVE POLICY

EXECUTIVE ADMINISTRATION

SUMMARY

Salem-Keizer School District recognizes that Artificial Intelligence (AI) is a valuable tool for staff to expedite work such as automating administrative tasks, generating unique content, summarizing large quantities of information, and offering new ways for teachers to engage with students. It is important to recognize the ethical and safety concerns surrounding the use of AI in the classroom. AI presents substantial risks that may arise from intentional misuse or unintended issues associated with biases, infringement of intellectual property and copyright, disclosure of personally identifiable information (PII), cybersecurity, and misinformation. Because of the enormous potential to transform and enhance work processes and practices, AI should be deployed and used in such a way as to be human-centric, trustworthy, and responsible.

DEFINITIONS

Artificial Intelligence (AI)

A machine's ability to perform the cognitive functions we usually associate with human minds.

Copyright

A type of intellectual property that protects original works of authorship and includes, but is not limited to, paintings, writing, recordings, musical compositions, photographs, illustrations, architectural works, and more.

Federal Educational Rights and Privacy Act (FERPA)

A federal law enacted in 1974 that protects the privacy of student education records.

Generative Artificial Intelligence (GAI)

An AI tool that generates unique content based on user inputs.

Intellectual Property

Products of original human thought. See 'Copyright' for examples of intellectual property.

Personally Identifiable Information (PII)

Information that provides details about a student that would allow the student to be identified by name or sight. PII varies based on the size of the data set and the type of information. PII may include student name, telephone, and other directory information; state student identification number; or, protected class information including race, color, religion, gender identity, sex (includes pregnancy), sexual orientation, national origin, and age.

INSTRUCTION

1. Staff use of AI during the workday, while on duty, or at district-sponsored activities, while on the district network, or while using district-owned equipment may be permitted subject to the limitations set forth in this policy and consistent with any additional district policies as may be established by the superintendent or designee.
2. At no time will AI be used in a manner that compromises the cybersecurity of the district.
 - a. The District uses internet filters to facilitate the safe use of technologies, including AI.
 - b. Staff will be denied network access to specific AI technologies if deemed unsafe for use.
 - c. The expectations for staff use of district electronic resources are outlined in HUM-A003 - Computer, Mobile Devices, Network, Email, and Social Media Accounts: Staff Use.

3. At no time may AI be used to intentionally spread misinformation or violate intellectual property and copyright. Examples of intentional misuse and violations of intellectual property and copyright include but are not limited to failing to cite or attribute sources used to generate content, creating defamatory deepfake content, sharing PII or violating FERPA, and using AI bots to spread mis- or disinformation.
4. Use of AI shall not violate student privacy laws (FERPA) or interfere with the safety of the facility, staff, or students. Appending, pasting or adding pictures, video of school facilities, student work or conduct, PII, or individuals at work locations, schools, or school-sponsored activities may violate FERPA.
 - a. Staff may not input the names of students, staff, members of the school community, or any other sensitive information about staff or students into an AI tool unless it has been declared officially safe to do so and approved by Technology & Information Services via a service request.
5. AI may be used to enhance instruction and student learning.
 - a. Before utilizing AI in professional practice or student learning, staff are encouraged to engage in professional learning specific to the ethics, potential, and risks of AI, including but not limited to [Oregon Department of Education Generative Artificial Intelligence \(AI\) in K-12 Classrooms](#).
 - b. Before utilizing AI in student learning, educators must instruct students in both digital citizenship and AI-related safety skills.
 - c. Digital citizenship and AI-related safety skills may include, but are not limited to:
 - i. Copyright infringement and academic integrity (CUR-A003 - Academic Integrity and Use of Artificial Intelligence)
 - ii. Identification of false or fabricated information
 - iii. Response to inappropriate content
 - iv. Responsible online behavior
 - v. Online privacy
 - d. Educators should include statements that specify parameters for AI use within the body of their course syllabus or, at the elementary level and when appropriate, within class rules.
6. Accidental or deliberate exposure to inappropriate material or unethical use of AI must be immediately reported.
 - a. Deliberate exposure to inappropriate material resulting from student conduct may result in disciplinary action consistent with the INS-M001 - Student Rights and Responsibilities handbook.
 - b. Deliberate exposure to inappropriate material resulting from staff conduct must be reported to Employee Relations in the Human Resources department and may result in disciplinary action.
7. Staff should be vigilant about potential biases present in AI algorithms and work towards minimizing discriminatory outcomes. Reviews of AI system outputs should be conducted to identify and mitigate biases before sharing with students, families, colleagues, or the public.
8. Staff are subject to disciplinary action up to and including dismissal for using AI in any manner that violates the terms of any district policy. Staff actions on AI that disrupt the school or work environment may be subject to disciplinary action up to and including dismissal.
 - a. A “disruption” for purposes of this policy includes, but is not limited to, one or more parents threatening to remove their children from a particular class or school, actual withdrawal of a student or students from a particular class or particular school, and/or a threatened or actual negative impact on the learning and/or work environment, including privacy breaches, deliberate exposure to inappropriate content, the intentional spreading of mis- or disinformation, and infringement of intellectual property or copyright.

APPLICABILITY

- This policy applies to all teaching and non-teaching staff, including temporary and permanent employees, consultants, and contractors.

ASSOCIATED DOCUMENTS

- CUR-A003 - Academic Integrity and Use of Artificial Intelligence
- HUM-A003 - Computer, Mobile Devices, Network, Email, and Social Media Accounts: Staff Use
- INS-M001 - Student Rights and Responsibilities

APPROVAL AUTHORITY

- Executive Administration

REVISION HISTORY

- 01/05/2024 – Policy created
- 08/16/2024 – Moved to new template