

## ARTIFICIAL INTELLIGENCE USE

### **Purpose:**

This policy establishes guidelines for the appropriate, ethical, and safe use of artificial intelligence (AI) in M.S.A.D. No. 75. AI refers to computer systems capable of performing tasks that typically require human intelligence, such as visual perception, speech recognition, decision-making, and language translation, including generative AI that can generate new materials such as images or text. As AI technology becomes more advanced and available in education settings, this policy aims to maximize its benefits while minimizing potential risks.

### **Scope:**

This policy applies to all staff, students, volunteers, vendors, and M.S.A.D. No. 75 partners who utilize or interact with AI systems, software, platforms, or tools during district-related activities. It encompasses all types of AI applications used for educational or operational purposes across district learning environments, programs, and administration.

### **Policy Guidelines:**

1. AI systems utilized in the district will be implemented ethically, with transparency and fairness. Care will be taken to avoid outcomes with embedded algorithmic biases (hidden or unintended prejudices that may be built into algorithms and machine learning models). Human judgment will remain integral.
2. AI will be used ethically to support student learning, will be used by students in a manner that ensures the integrity of their work, and will be appropriately cited.
3. Staff and student data privacy and security will be prioritized in all AI applications. Data collection, usage, and sharing will adhere to district data governance policies and state/federal student privacy laws.
4. Staff will receive appropriate training before implementing AI tools in the learning environment.
5. AI procurement and development decisions will include reasonable evaluation for safety, accountability, effectiveness, and financial feasibility.
6. All district AI systems will meet accessibility standards.
7. Risk prevention and mitigation plans will address liability issues, cybersecurity threats, and ethical hazards associated with certain types of AI. Redress processes will be transparent.
8. AI tools should be used to deepen understanding and engagement in subjects, providing personalized support where needed.

- 9. In creative and project-based work, AI-generated materials should supplement student creativity and assist with learning, provided it is done with transparency and proper attribution.
- 10. Teachers are expected to provide guidance and instruction on when and how generative AI may be used in coursework or for specific assignments.
- 11. M.S.A.D. No. 75 staff and students must always comply with applicable conduct expectations, such as the student code of conduct, plagiarism policies, and non-discrimination and harassment policies. Use of AI in violation of school discipline/conduct codes shall be dealt with in accordance with established Board policy, administrative regulations, and established school practices.

**Oversight & Accountability:**

The Superintendent, or their designee, will oversee the application of this policy. AI systems utilized within the district will be routinely reviewed to ensure they uphold these guiding principles for ethical AI throughout their operational life cycles. The operational protocols developed by the Superintendent will be reviewed regularly by the Superintendent and/or their designee. Policy violations may result in disciplinary action.

This policy will be revised as needed to align with technological advances, educational innovations, emerging risks, and community expectations.

CROSS REFERENCE:

- GCSA – Employee Computer and Internet Use
- GCSA-R – Employee Computer and Internet Use Rules
- IJNDB – Student Computer & Internet Use and Internet Safety
- IJNDB-R – Student Computer and Internet Use Rules
- IJNDD-R – Guidance on the Use of Artificial Intelligence
- JIC – District-Wide Student Code of Conduct

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