



Artificial Intelligence Policy

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Definition

Artificial Intelligence (AI) is a system of machine learning that is capable of performing complex and original tasks such as problem-solving, learning, reasoning, understanding natural language, and recognizing patterns in data. AI systems use algorithms, data, and computational power to simulate cognitive functions and make autonomous decisions, enabling them to perform a wide range of tasks and improve their performance over time through learning and adaptation. Think of it as teaching a computer to be creative based on examples it has seen. While GenAI tools show great promise and often make useful suggestions, they are designed to predict what is right, which isn't always right. As a result, their output can be inaccurate, misleading, or incomplete.

Policy Objective

The rapid rise of AI in mainstream applications has prompted schools to consider the necessity of establishing a policy. In May 2023, the California Department of Education (CDE) released a toolkit to help schools understand its stance on AI. Although the technology continues to evolve, the CDE has yet to provide a definitive policy for schools to follow. We recognize that GenAI offers tremendous potential for enhancing teaching methods, personalizing learning experiences, improving administrative efficiency, and fostering educational innovation. To harness this technology effectively, we need a comprehensive set of guidelines that uphold our shared values and ensure the successful integration of AI into our school community.

This policy aims to provide a framework for the ethical and efficient use of GenAI technologies within our school. Its principal intent is to empower both staff and students by integrating AI into the teaching and learning processes while emphasizing responsible and safe use, inclusivity, and the maintenance of high ethical standards.

Applicability and Scope

This policy applies to all staff and students who utilize our GenAI resources both on and off the premises. It covers all forms of GenAI technology that support learning, teaching, assessment, pupil wellbeing, and administrative processes.

Users should adhere to this policy whenever they engage with the GenAI tools provided by the school, ensuring the predictive text and content generated align with SJCA Core Values and ethical standards.

This policy will also extend to any party intending to introduce a new GenAI tool to our school system. The tool will be scrutinized in accordance with our evaluation processes to ensure

compliance with academic standards, usability, privacy considerations, and accessibility needs before being deployed for use.

In the next sections, we will detail roles and responsibilities, ethical standards, data privacy and security, and steps ensuring accessibility and inclusivity aligned with our continuous learning and improvement ethos. Each of these essential elements will help reinforce our collective understanding of a technology that promises to nurture an innovative, engaging, and inclusive learning environment.

Roles and Responsibilities

School Leadership:

- Ensure the policy is implemented effectively across the school.
- Provide necessary training and resources to staff and students.
- Regularly review and update the policy to reflect technological advancements and ethical considerations.

Teachers:

- Integrate vetted GenAI tools into the curriculum in a way that enhances learning outcomes.
- Monitor and guide students in the ethical use of AI technologies.
- Report any issues or misuse of AI tools to the school leadership.

Students:

- Use GenAI tools responsibly and ethically.
- Follow the guidelines provided by educators and the school policy.
- Report any misuse or concerns regarding AI tools to a teacher or school leader.

IT Department:

- Ensure the technical infrastructure supports the safe and effective use of GenAI tools.
- Conduct regular audits and maintenance of AI systems.
- Provide technical support and training to staff and students.

Parents and Guardians:

- Support the school's efforts in integrating AI technologies.
- Encourage responsible use of AI tools at home.
- Communicate any concerns or feedback to the school.

Ethical Standards

- **Transparency:** Ensure that the use of AI tools is transparent to all stakeholders. Clearly communicate the purpose and scope of AI applications.
- **Fairness:** Avoid biases in AI-generated content and ensure that AI tools are used to promote inclusivity and equality.
- **Mental Health:** We will be mindful of the potential of AI to impact both positively and negatively on mental health and will teach students to use it responsibly.

- **Accountability:** Establish clear accountability for the use and outcomes of AI technologies. Ensure that there are mechanisms in place to address any ethical concerns.
- **Accessibility:** Ensure that AI tools are accessible to all students, including those with disabilities. Provide alternative formats and support where necessary.
- **Inclusivity:** Promote the use of AI tools to support diverse learning needs and styles. Ensure that AI-generated content is inclusive and representative of all students.
- **Student Empowerment:** AI should encourage active engagement, independent learning, and the development of skills and dispositions for life. The capacity of AI to stifle independent thinking and creativity and to ‘steal the struggle’ from students is acknowledged and should be avoided.
- **Creative Collaboration:** We should embrace AI’s opportunities to work together to be independent creators, not just content producers.
- **Privacy:** Protect the privacy of all users by adhering to data protection regulations and ensuring that AI tools do not compromise personal information.

AI Norms

SJCA regularly should be educating and communicating about the use of AI in schools and the community. When discussing AI the following norms should be considered habits when communicating about AI to ensure relevant and proactive community strategies.

Behavior	Engagement	Communication
When working with AI, ensure we...	When engaging with others around AI...	When communicating about AI...
Minimize bias and maintain privacy	Prioritize everyone to have a voice	Be respectful
Show good judgment	Make time for exploration and brainstorming	Be open-minded
Give constructive feedback	Be vulnerable, no one is an expert	Be cognitively thoughtful
Maintain a positive attitude	Be on time, prepared, and be mindful	Be collaborative
Use good manners	Practice experience and apply concepts outside of discussions	Be transparent

Guidelines for Use

SJCA has developed the following guidelines and protocols for the use of AI:

- Only school-approved GenAI tools are allowed to be used; MagicSchool AI; Canva; Padlet. Any evaluation of an AI tool may include whether it: a. is an open or closed environment for purposes of data collection; b. has a privacy setting where data resharing can be limited or blocked; c. meets current student data privacy standards; d. can be offered in an equitable manner; e. any inherent bias can be minimized or eliminated; and f. has safeguards in place to confirm that accurate and factually correct information can be provided.
- Any use of AI in the classroom or on class assignments must align with the teachers' instructions and use expectations. Teachers will clarify whether students are prohibited from using AI in an assignment. Teachers will guide and monitor student use of AI, ensuring that it aligns with the SJCA's guidelines and policies, including the SJCA's Acceptable Use Policy.
- Any student use of AI on schoolwork must be cited to as any other source and may not be submitted as the student's original work.
- Users should not solely rely on AI as a fact-checker to confirm their work or research as it may not always provide accurate or up-to-date information.
- Inappropriate use may also result in disciplinary action and/or legal action in accordance with SJCA's AUP/RUP.

AI Use

AI Use	Student Example	Staff Example
AI can enhance productivity and allow for efficiency by streamlining tasks that are traditionally done manually	Students can make a list or provide examples of vocabulary words related to scientific phenomena Students can have the ability to increase their learning rate and access to content via quick summaries and research via reputable resources	Teachers can draft parent emails Teachers can quickly create lesson plans, sub plans, and assessments via prompt.
AI can differentiate teaching approaches and tasks for students to acquire content at their own pace/level.	Students can use AI to translate content to their language and/or reading level. Students can access virtual tutors/support (e.g. MagicSchool AI)	Teachers can use AI to translate content to their language and/or reading level. Teachers can locate accommodations to meet the needs of the students' abilities.

AI has the ability to enhance learning for professionals as well as students including providing techniques for studying and by providing timely, developmentally appropriate feedback.	<p>Students can access interactive student tools and resources to prepare for lessons and assessments.</p> <p>Students can use an AI tutor to gain formative and immediate feedback on writing and other assessments/homework.</p>	<p>Teachers can create and utilize more effective and supportive instructional tools for each individual student.</p> <p>Teachers can access examples, background knowledge, etc. relating to a unit of study.</p>
AI has the ability to assist with brainstorming ideas to problems and scaffolding visual representations of content.	Students can ask for options to get started on a project including ideas for essays, e.g. themes	Teachers can create more effective lessons and ideas for engaging students.
AI has the ability to quickly create templates, outlines, and can act as a soundboarding tool to provide direct feedback and recommendations for content acquisition and creation.	Students can use tools such as Canva to provide input on student writing and feedback in the writing process.	Teachers can use tools such as Canva to create student templates for projects such as cell diagrams for learning about Science.

AI Misuse

AI Misuse	Student Example	Teacher Example
AI makes it easy to create content that is not one's own, which can decrease learning, and discourage fact-checking.	Students might easily copy text from GenAI and claim it as their own original work. Students might incorporate inaccurate information into their assignments if they don't fact-check the work.	Teachers might create inaccurate lessons with false information.
AI can create biased content and/or misinformation, or content that can be used to harass and/or harm others.	<p>Students might get misrepresentations of content that is believed to be true.</p> <p>Students might have the ability to easily create mocking artwork (ie images, music, etc.) such as deep fakes.</p>	Teachers might create inaccurate lesson development with biased content.
AI can enable an over-reliance	Students might suffer from a potential of decreased	Teachers might create generalized and disconnected

on technology to perform tasks as well as encourage procrastination and eliminate the practice of productive struggle.	transfer and retention of knowledge. Students might easily skip steps that would have benefited the learning process, by accessing AI instead.	assignments and/or assessments.
AI can remove the human element from critical decision making.	Students might engage with AI more than their peers or teachers.	Teachers might assess student work with AI without providing constructive feedback for individual students.
AI can remove peer-to-peer interactions that promote social and emotional learning and growth.	Students might lose the connections to each other and understand peer discourse.	Teachers might lose the relationships and rapport with students.

Special Considerations

Data Privacy and Security

- **Data Collection:** Limit data collection to what is necessary for educational purposes. Obtain consent from users before collecting any personal data.
- **Data Storage:** Store data securely and ensure that access is restricted to authorized personnel only.
- **Data Usage:** Use data solely for the purposes outlined in the policy. Do not share data with third parties without explicit consent.
- **Data Retention:** Establish clear guidelines for data retention and ensure that data is deleted when no longer needed. Data retention should also adhere to the SJCA's Data Retention Policy.

Forms

- **Informed Consent for AI Technology:** Parents/guardians must provide informed consent via a signed release form to authorize their student's access and usage of specified AI technologies.
- **Student AI Use Contract (Digital Citizenship):** Students will sign an agreement to use AI ethically, and in ways that promote good digital citizenship.

Compliance

- **Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR Part 99):** FERPA protects "education records," which are any records that directly relate to a student and are maintained by an educational agency or institution. AI tools that process or store student data, such as grades, attendance, or behavioral information, must adhere to FERPA's confidentiality requirements.
- **Children's Online Privacy Protection Act (COPPA) (15 USC 9; 16 CFR Part 312):** AI systems must implement robust security protocols to prevent unauthorized access, use,

or disclosure of children's data. AI systems must have mechanisms for deleting children's data when it is no longer needed.

- **Assembly Bill 2876 (AB2876):** The bill requires the commission to consider and develop recommendations for incorporating Artificial Intelligence (AI) literacy content into the mathematics, science, and history-social science curriculum frameworks."

Evaluation and Quality Assurance

Assessing Accuracy, Relevance and Appropriateness

The adoption of any GenAI tool in our school setting requires careful evaluation. We must assess the accuracy, relevance, and appropriateness of both the tool itself and the content it generates. These evaluations are critical to ensure that these technologies align with our educational objectives and uphold our commitment to providing quality education to our students.

Data validity and accuracy are paramount; therefore, any discrepancies or inconsistencies found in AI-generated content should be diligently reported and rectified. The appropriateness of AI-generated content must also be assessed against our school's curriculum standards, ethical guidelines, and the diverse cultural and personal backgrounds of our students.

Feedback Mechanism

A feedback mechanism is vital for the iterative development of GenAI adoption within our school. Teachers, students, and parents should be encouraged to provide feedback on their experiences, possible areas of improvement, and any concerns with the GenAI tools utilized. This feedback will guide the modification and improvement of the AI tools for enhanced learning outcomes. The school's commitment to the continuous evaluation of GenAI tools ensures that the technology's capabilities align with the educational, ethical, and personal needs of our students, effectively benefiting teaching and learning processes. It further ensures the school's GenAI initiative remains dynamic, responding efficiently to changes and advancements in AI technology.

Continuous Learning and Policy Improvement

Professional Development and Learning Resources

As GenAI continues to evolve, it's crucial for the educational community to stay updated with the latest developments. To this end, the school will provide ongoing training and resources for teachers, ensuring they understand how to use GenAI technologies and incorporate them into their teaching methods effectively and ethically. At the same time, students will be educated on the ethical use and potential of GenAI in learning.

Regular Policy Review

This policy will not remain static; it will evolve alongside advancements in GenAI technologies and changes in regulatory landscapes. The member of the Administrative Team responsible for the policy, in collaboration with the wider school leadership team, will regularly review and update this policy to reflect new knowledge, learnings, and best practices in the field of GenAI in education. SJCA's commitment to continuous learning and improvement goes beyond the classroom. It integrates into our processes, our methodologies, and our policies. This approach will ensure that our school remains at the forefront of technological advancements in education, leveraging the significant benefits of GenAI to deliver enriched, engaging, and personalized learning experiences for all our students.