

8290	Artificial Intelligence
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Section I: Purpose

The Board of Education of the Ballston Spa Central School District recognizes the opportunities and challenges presented by artificial intelligence (AI). This policy outlines ethical, responsible, and secure AI use to enhance educational outcomes, streamline operations, and improve productivity while ensuring compliance with all applicable laws and regulations.

Section II: Definitions

1. **Artificial Intelligence (AI):** Technology that simulates human intelligence to perform tasks such as learning, reasoning, and problem-solving.
2. **Generative AI (GenAI):** AI capable of creating original content, such as text, images, or audio, based on training data.
3. **Personally Identifiable Information (PII):** Information that can be used to identify an individual.
4. **Human Oversight:** Ensuring critical decisions made by AI are reviewed and approved by district personnel.
5. **Sensitive Data:** Any information that could harm individuals or the district if compromised, including personally identifiable information (PII), protected health information (PHI), student and employee records, financial data, authentication credentials, intellectual property, and other data protected by law or district policy.

Section III: Standards for Use

1. **General Standards**
 - a. All AI use must comply with existing district policies, including policies on acceptable technology use, student conduct, and data privacy.
 - b. AI shall serve as a supplemental tool to enhance decision-making but must not replace human judgment.
2. **Student Use of AI**
 - a. Students are responsible for their work and must cite AI-generated content.
 - b. Instructional staff must provide clear guidelines for AI use in assignments.
 - c. Students under 18 require parent/guardian consent for AI tools that involve account creation.
3. **Employee Use of AI**
 - a. Employees may use AI tools to enhance teaching and administrative efficiency with supervisor approval.

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- b. Sensitive district data must not be input into AI tools unless compliance with applicable laws is verified.

4. Operational Use of AI

- a. AI may assist with scheduling, logistics, and data analysis, subject to review and approval by the district's Data Protection Officer.
- b. All AI tools must comply with the district's Request for Digital Resources process.

Section IV: Prohibited Uses

1. Inputting sensitive, proprietary, or confidential information into AI tools without proper authorization.
2. Using AI to collect, analyze, or share personal data in violation of privacy laws.
3. Relying on AI for decisions without human review.

Section V: Training and Professional Development

The district will provide:

1. Staff Training: Workshops and professional development on ethical AI use and AI literacy.
2. Student Preparation: Curriculum integration to teach students about AI's capabilities, limitations, and ethical considerations.

Section VI: Equity and Bias Mitigation

1. Equity: The district will ensure all students and staff have equitable access to AI tools.
2. Bias Mitigation: AI tools will be evaluated to minimize potential biases that could affect users unequally.

Section VII: Monitoring and Review

The district will:

1. Conduct an annual review of AI tools to ensure effectiveness, compliance, and alignment with educational goals.
2. Document AI use in decision-making processes to ensure transparency and accountability.

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References:

Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g; 34 CFR Part 99
New York State Education Law §2-d
Labor Law §203-d
Public Officers Law §84 et seq. (Freedom of Information Law)
State Technology Law §208

Policy Cross-References:

#5676 Data Security and Privacy
#6419 Staff Use of Computerized Information Resources
#7240 Student Records Access
#7310 Code of Conduct
#8270 Internet Safety and Electronic Information and Access

Adoption Date: