ROISD AI Policy

Staff Handbook

Belief statement

ROISD is committed to ensuring all students and staff reach new heights. Red Oak ISD believes that **Artificial Intelligence (AI)** is a transformative tool to **enhance teaching, learning, and operational efficiency**. We expect students and staff to **utilize AI ethically, responsibly, and creatively.** We value the **development of critical thinking, digital literacy, and lifelong learning** and expect AI usage to support—not replace—human judgment, academic integrity, and professional excellence. In alignment with the **4 Talons of the Hawk**, our community is expected to demonstrate the following values in AI use:

- **Academic Readiness:** Students and staff will approach AI with digital literacy and critical thinking, using it to enhance—not replace—intellectual effort and personal responsibility.
- **Grit:** We encourage perseverance in learning how to use AI tools effectively, even when faced with challenges or the unknowns of emerging technology.
- **REACH:** AI must be used with integrity, transparency, and ethical decision-making. Plagiarism, data misuse, and the generation of inappropriate content contradict our commitment to honesty and respect.
- **Leave a Legacy**: We believe in using AI to uplift others, streamline tasks, improve instruction, and provide equitable support for all learners, fostering a culture of service and impact.

As a district, we are committed to **cultivating digital citizens and lifelong learners** who are prepared to succeed and lead in a world shaped by AI. See our webpage Red Oak ISD – Technology Department for additional resources and guidance on the use of AI at ROISD.

Acceptable Use Guidelines – Staff

When to use AI:

- Assist with creating lesson plans, instructional materials, and rubrics.
- **Clearly acknowledged and attributed** when AI tools assist with content creation (e.g., *"This summary was generated with the help of Gemini."*).
- Assist with ***personalized*** feedback or differentiation strategies.
- Assist with analyzing student data to inform instruction.

Prohibited Uses

- Plagiarism or submitting AI-generated content as original work ***without attribution*** even when used to brainstorm or revise.
- Using AI solely to grade student work or generate feedback **without reviewing the content or considering individual student ability levels, learning needs, assignment rubric/parameters, or context.**
- Generating or sharing ***inappropriate, biased, or unsafe content***.
- Generating staff evaluations **without reviewing the content, consideration of domains/rubrics, or considering individual staff expectations and context.**
- Storing or processing ***sensitive student/staff data*** in AI tools without approval.

Data Privacy & Security

- Staff are to use only district-approved AI tools that comply with **FERPA**, **COPPA**, **SCOPE Act**, and **state privacy laws**.
- ***Do not*** input Personally Identifiable Information (PII), student records, or protected health information into public AI tools.
- Select technology staff must receive **training** before using AI to handle sensitive data. This training will be shared with additional staff through professional development opportunities.

Accountability & Monitoring

- Use of AI tools may be **monitored and logged**.
- Educators should **model ethical AI use** within classroom instruction and/or through staff professional use/documentation.
- **Violations** will be subject to disciplinary actions under the Acceptable Use Policy and Employee Handbook.

Professional Development & Support

- The district will provide **ongoing professional development (PD)** for staff on integrating AI ethically and effectively in instruction.
- Teachers/departments/campuses may expand on this AI policy and have it reviewed and approved by their campus administration; however, AI usage cannot be 100% prohibited.
- Staff will integrate digital citizenship, including AI literacy and ethical use, into instruction.

Review & Updates

- This policy will be reviewed **annually** and revised as **AI technologies and regulations evolve**.
- Red Oak ISD will provide a list of AI-approved applications on our district website. Although other software applications may highlight AI, please refrain from using district credentials in unapproved applications.

The content of this policy was made in collaboration with generative artificial intelligence.