

POLICY

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BOARD OF EDUCATION**

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Acceptable Use of Generative
Artificial Intelligence (AI)

2365 ACCEPTABLE USE OF GENERATIVE
ARTIFICIAL INTELLIGENCE (AI)

The Board of Education recognizes the use of artificial intelligence (AI) may result in increased and enhanced learning opportunities for students in the school district and may support the instructional, administrative, and operational goals of District employees. This policy outlines the acceptable and responsible use of AI tools by both staff and students to promote ethical, safe, and productive engagement with AI technologies in an educational setting.

The Board recognizes the potential of AI tools to enhance and transform both the student learning experience and staff professional practice. For students, AI can offer support in learning, creativity, collaboration, and skill-building. For staff, AI presents opportunities to improve instructional design, personalize learning, streamline administrative processes, and support data-informed decision-making.

However, AI tools are not inherently knowledgeable—they are trained on large datasets from various sources and may produce outputs that are inaccurate, inappropriate, or incomplete. AI may be used as a support but never a substitute for human expertise and professional judgment.

To ensure responsible use and maintain academic integrity and standards of professional responsibility, this policy must be followed in conjunction with the district's existing policies, including the Acceptable Use of Technology (Policy 2361) and Academic Integrity (Policy 5701), as well as any other applicable board policies and regulations.

1. Definitions.

"Artificial intelligence" (AI) means all types of generative AI technologies that create new content or outputs from a prompt to produce text, images, videos, music, or other media.



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"AI tools" means Software applications and platforms that utilize AI technologies to perform specific tasks and solve problems that typically require human intelligence.

"Assignment" means any task or work required of a student as part of the student's educational and co-curricular program in the district.

"Instructional use" means the application of AI tools by educators to support lesson planning, content creation, personalized learning, formative assessment, and instructional delivery.

"Administrative use" means the application of AI tools by staff to support non-instructional responsibilities such as communication, scheduling, document generation, data analysis, and workflow management.

"Generative AI" is a subset of AI technologies that can generate new content in response to user prompts, including essays, reports, code, images, and audio.

"Human oversight" means active engagement by a staff member or student to review, verify, and, when appropriate, modify AI-generated output to ensure its accuracy, appropriateness, and alignment with educational or professional standards.

"Attribution" means clear acknowledgment of the use of AI tools in the production of an assignment or work product, using proper citation or documentation methods as directed by district guidelines.

2. Acceptable uses of AI.

A. Staff may use AI tools to:



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- a. Support instruction: design lessons, develop materials, differentiate instruction, and scaffold content for diverse learners.
 - b. Enhance productivity: draft communications, create agendas or reports, and streamline repetitive tasks (e.g., formatting, data entry).
 - c. Analyze data: support data visualization, interpret trends, and guide interventions—with final conclusions made by humans.
 - d. Personalize support: translate communications for families, assist with accessibility tools, or tailor resources to meet specific student needs.
 - e. Innovate thoughtfully: experiment with new technologies in instructional or administrative contexts, with oversight and transparency.
- B. Students may use AI tools to:
- a. Aid learning: summarize content, conduct research, receive grammar suggestions, or explore alternative explanations of concepts.
 - b. Enhance creativity: brainstorm ideas, generate multimedia content, or support the creation of projects—while maintaining originality.
 - c. Support communication: draft reports, emails, and presentations, with final work reviewed and refined by the student.
 - d. Assist with coding: learn programming concepts, debug errors, or prototype simple applications—with teacher guidance.



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3. Unacceptable uses of AI.

The following uses of AI are prohibited for all users unless explicitly permitted by a teacher, administrator, or policy exception:

- A. Academic dishonesty: using AI to complete assignments, tests, or projects without proper attribution or approval.
- B. Bypassing learning: relying on AI to perform tasks that are intended to build foundational skills or critical thinking.
- C. Plagiarism or misrepresentation: presenting AI-generated work as entirely one's own without acknowledgment or attribution.
- D. Violation of privacy: entering personally identifiable information (PII), protected health information (PHI), or confidential school records into AI tools.
- E. Creating harmful content: using AI to generate offensive, biased, discriminatory, violent, malicious, pornographic, obscene, or otherwise inappropriate materials.
- F. Unmonitored automation: allowing AI to make decisions regarding grades, student placement, discipline, or evaluations without human oversight.

4. Guidelines for responsible use.

All users are expected to be transparent about their use of AI by clearly disclosing when and how AI tools were used in any submitted work or professional task, in accordance with teacher or administrator guidelines. Any content generated by AI must be verified for factual accuracy, appropriateness, and consistency with district values. When students use AI tools in assignments,



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they are required to include proper citations or documentation to indicate the AI's role in the work. AI-generated content should always be subject to human oversight, meaning that staff and students must actively review and use their judgment to ensure the quality and relevance of the output. Finally, all AI use must align with the district's existing policies, including but not limited to the Acceptable Use of Technology (Policy 2361) and Academic Integrity (Policy 5701).

5. Educator and administrator discretion.

Educators and administrators may restrict, guide, or expand the use of AI based on the age of the student, the nature of the assignment or work task, or educational relevance. They may also require documentation of how AI was used in any given task or project.

6. Consequences for misuse.

For students, violations may result in redoing assignments, reduced grades, loss of technology privileges, or other disciplinary actions in accordance with the Code of Student Conduct.

For staff, violations of this policy may lead to corrective action up to and including disciplinary measures, consistent with district policies and any applicable collective bargaining agreements.

Adopted: 11 June 2025


