

RANCHO SANTA FE SCHOOL DISTRICT

Board Policies Covering All Employees

Board Policy No 4026: USE OF ARTIFICIAL INTELLIGENCE (AI)

A. Intent of Policy

This Policy establishes the guidelines for employee use of Artificial Intelligence (AI) in the performance of their job duties. The intent is to authorize specific responsible uses of AI to support innovation, improve efficiency, and to enhance educational opportunities for students, while safeguarding against any use that is inconsistent with the law, Board Policy, or otherwise undermines Board Policy 6001, “Philosophy of Education.”

B. Definitions

1. “Artificial Intelligence (AI)” means 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.
2. “Artificial Intelligence (AI) literacy” means the knowledge, skills, and attitudes associated with how artificial intelligence works, including its principles, concepts, and applications, as well as how to use artificial intelligence, including its limitations, implications, and ethical considerations.
3. “Personally Identifiable Information (PII)” means information regarding an individual, including a person’s name, address, email address, telephone number, Social Security number, or other personally identifiable information. For students, PII includes but is not limited to the following:
 - (a) The student's name;
 - (b) The name of the student's parent or other family members;
 - (c) The address of the student or student's family;
 - (d) A personal identifier, such as the student's social security number, student number, or biometric record;
 - (e) Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;

- (f) Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
- (g) Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

C. Authorized Use of AI

The Superintendent shall establish a list of AI platforms that are authorized for use by District employees in the performance of their job duties. Prior to being approved for use, the District's Director of Technology & Cybersecurity shall evaluate each AI platform for its terms of use, privacy protections, data security, age-appropriateness, bias, accessibility standards, and to ensure that it meets the District's safety standards. Each authorized AI platform shall be evaluated by the District's Director of Technology & Cybersecurity on at least an annual basis to ensure it continues to meet the District's standards and remains appropriate for employee use.

D. Rules for Use of AI

Employees who utilize AI in the performance of their job duties shall comply with all of the following rules:

1. Employees shall only utilize AI platforms that have been approved for use by the Superintendent.
2. Employees utilizing an authorized AI platform for instructional purposes shall ensure any student use complies with Board Policy 5028, "Student Use of District's Electronic Resources."
3. Use of AI shall comply with federal and state laws concerning privacy. Employees shall not share or allow students to share any confidential information or Personally Identifiable Information with an AI platform.
4. Employees shall not utilize AI in a manner that violates any District Board Policy, including but not limited to the District's Rule of Conduct and policies addressing nondiscrimination and harassment.
5. Employees shall not utilize AI access, create, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit.

6. Failure to comply with this Policy shall result in usage restrictions, loss of access privileges, disciplinary action, and/or other legal action in accordance with the law.

E. Internet Safety

The Superintendent or designee shall ensure that all District computers or devices with access to AI have protection measures to protect against access to matters that are obscene, contain child pornography, or are harmful to minors. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interests and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.

F. Training

The Superintendent or designee shall provide staff with ongoing training and/or resources regarding AI literacy. The purpose of such training and/or resources is to ensure employees understand the requirements for utilizing AI in the performance of their job duties and are provided up-to-date information regarding the responsible use of this evolving technology.

Legal References:

Federal:

Children's Online Privacy Protection Act (15 U.S.C. section 6501-6506)
Children's Online Privacy Protection Act (16 C.F.R. section 312.1-312.12)
Family Educational Rights and Privacy Act (20 U.S.C. section 1232g)
Family Educational Rights and Privacy Act 34 C.F.R. Part 99
Internet Safety (20 U.S.C. section 7131)
Children's Internet Protection Act Certifications (47 C.F.R. section 54.520)
Universal Service (47 U.S.C. section 254)

State:

Education Code section 49073.6, 60044
Penal Code section 313, 502, 632, 653.2

Date Policy Adopted By The Board: September 9, 2025