



Florence 1 Schools
Acceptable Use of Generative
Artificial Intelligence

2025-2026

Florence 1 Schools AI Guidelines - Administrative Rule

The Board of Education has adopted **Policy JICE** – Acceptable Use of Generative Artificial Intelligence (AI) which requires the development of this Acceptable Use of Generative Artificial Intelligence Plan (AI Plan).

District AI Guidelines - Administrative Rule

I. Purpose

This administrative rule establishes the guidelines for the intended and approved use of Artificial Intelligence (AI) in the district. It outlines appropriate uses for students, teachers, and district staff that defines learning approaches involving AI, and sets boundaries for inappropriate use.

II. Approved AI Use

The district will maintain and publish a list of approved AI tools for the use of by students, teachers, and district staff. AI usage must align with district policies, state and federal laws, and best practices for ethical AI implementation.

III. AI Use by User Groups

SPARKAI - will be the vetting/cohort for AI Platform adoption and guidelines, administrative guidance, and use under these guidelines.

1. Students

- **Traditional Assignment (No AI):** Learning activities that do not involve AI technology.
- **AI-Enhanced (AI as a Learning Partner):** AI is used as a tool to support and enhance learning (e.g., AI-generated feedback, research support, adaptive learning platforms).
- **AI-Centric Assignment (AI in Action):** AI is used as a medium for student projects, problem-solving, and skill development.
- Students must have permission granted in writing to use AI in their assignments, projects, and district approved lists for Generative AI.

2. Teachers

- **Instructional Support:** AI can assist teachers in lesson planning, generating instructional materials, and personalizing instruction based on student needs.
- **Administrative Efficiency:** AI can streamline grading, attendance tracking, and other administrative tasks to allow teachers to focus more on student engagement.
- **Professional Development:** AI-powered tools can provide insights into best teaching practices, support curriculum development, and offer personalized learning resources.

- **AI Approved Assignments:** To ensure clarity and consistency for students, it is essential that all assignments where AI usage is permitted explicitly state this within the assignment details. This will prevent confusion and uphold academic integrity.

3. District Leaders

- **Operational Management:** AI can support decision-making processes through data analysis, predictive modeling, and resource allocation.
- **Policy and Compliance:** AI can assist in monitoring adherence to district policies, improving risk assessment, and ensuring regulatory compliance.
- **Stakeholder Communication:** AI-driven analytics can help in engaging with parents, staff, and the community by providing timely and relevant information.

IV. Guidelines for Inappropriate AI Use

The following uses of AI are strictly prohibited:

- **Academic Integrity Violations:** Using AI for cheating, plagiarism, or misrepresenting original work.
- **Bullying & Harassment:** Generating harmful, offensive, or discriminatory content using AI.
- **Impersonation & Misinformation:** Using AI to create false identities or misleading information.
- **Privacy & Security Violations:** Collecting, sharing, or generating personally identifiable information without authorization.
- **Unauthorized AI Use:** Using non-approved AI tools or applications in district activities.

V. Data Privacy & Security

- The district is committed to maintaining the privacy and security of student and staff data.
- Personally Identifiable Information (PII) must not be shared in unsecure AI systems or external platforms without authorization.
- AI tools used in the district must comply with applicable data privacy laws, including FERPA, HIPAA, and COPPA.
- Staff must ensure that AI tools do not collect, store, or transmit sensitive data without proper safeguards.

- Regular audits and assessments will be conducted to monitor compliance with data privacy standards.

VI. Accountability & Enforcement

- Students and staff must report AI misuse to their administration immediately.
- The district will regularly review and update its AI policies to ensure compliance with evolving technology and ethical considerations.
- Inappropriate use of AI will result in disciplinary action per board policy and applicable laws.
- Consequences for misuse of AI will vary depending on the frequency of misuse and/or specific manner in which AI was improperly used by the student with the Elementary, Middle, & High School Code of Conduct. **(See Policy #JICDA-R)**

VII. AI Literacy, Professional Development, & Training

The district is committed to ensuring that educators and students understand and use artificial intelligence responsibly. Teachers will deliver lessons that cover essential AI topics, including recognizing bias, evaluating the reliability of information (deep fakes) and upholding academic integrity. In instances of AI misuse, our Code of Conduct will be enforced, with remediation and supportive measures provided as needed.

District administrators are incorporating AI-focused training into professional development plans, ensuring that staff gain insight into the instructional use of AI as well as critical issues such as bias, misinformation, copyright and licensing challenges, privacy concerns, and equitable access. At the school level, administrators will oversee these efforts by reviewing lesson plans, observing classroom instruction, and ensuring that professional learning is effectively integrated.

Additionally, we are providing AI literacy training for both students and staff, with an emphasis on responsible use, ethical considerations, and the broader impacts of AI in education. Our goal is to empower our community with the knowledge and skills necessary to navigate the evolving landscape of artificial intelligence while maintaining our commitment to academic excellence and ethical practice.

VIII. Review & Compliance

The AI guidelines will be reviewed at least annually each school year to reflect technological advancements and policy updates.

Approved AI platforms will be updated on the district website.

Stakeholders, including educators, students, and district leadership, will participate in AI ***policy review processes***.

Principals will lead a yearly review with teachers about our district's AI policies and plans. This will cover how students and teachers use AI, how we protect student privacy, and how we ensure AI is used ethically. Principals will also review AI implementation plans, including curriculum integration, professional development, and response protocols for AI related events. The review will explicitly address the connection between AI policies and other relevant district policies, the Student Code of Conduct, and Acceptable Use Policies for technology, as well as any other policies related to student safety and ethical behavior. Principals should facilitate discussions on the need for updated training and resources for faculty regarding AI literacy, ethical use, and responsible implementation.

IX. Citing AI Use

If teachers permit in-writing generative AI tools on assignments in class, students must properly document and credit the tools as per teacher directions.

Written teacher directions must be provided at the time of the assignment and should include*:

1. Cite the tool you used and describe how you used the tool in your research, following the pattern as specified for [MLA](#) (preferred format for K-12) or [APA guidelines](#); be sure to include the tool name and version. Please refer to these detailed guidelines as needed. [Purdue Owl](#) is also another helpful, more succinct source.

MLA Example:

Full citation in works cited page:

"Describe the symbolism of the green light in the book *The Great Gatsby* by F. Scott Fitzgerald" prompt. *ChatGPT*, 13 Feb. version, OpenAI, 8 Mar. 2023, chat.openai.com/chat.

Parenthetical citation in text:

("Describe the symbolism")

2. When submitting your work, include a brief description of how you used the AI tool for the assignment.
3. In your text, provide the prompt you used and then any portion of the relevant text that was generated in response.
4. If you choose to use generative AI tools, please remember that they are typically trained on limited datasets that may be out of date. Additionally, generative AI datasets are trained on pre-existing material, including copyrighted material; therefore, relying on a generative AI tool may result in plagiarism or copyright violations.
5. For literature reviews or other types of essays or response or reaction papers, you might describe how you used the tool in your introduction.
6. Students may also put the full text of long responses from the AI tool in an appendix of their paper or in online supplemental materials, so teachers have access to the exact text that was generated.

*Copy and paste steps 1-4 into the directions of your assignment. Add steps 5 and 6 as needed.