

## Clark Hill PLC Policy Service

### Form AI Policy for Consideration

#### Section 6.10. Use of Artificial Intelligence

##### I. Purpose

The Board recognizes that artificial intelligence technologies are increasingly integrated into and used in educational, instructional and administrative settings. AI technologies may support and enhance teaching, learning, instructional and administrative efficiency and innovation when used appropriately and in compliance with applicable laws and District policies and guidelines, including any Student Codes of Conduct, employee handbooks, and/or acceptable use agreements.

While there are appropriate uses of AI in the educational, instructional and administrative settings, AI may also be misused or may interfere with and negatively impact educational learning and content mastery. The purpose of this policy is to establish guidelines for the responsible, ethical, and appropriate use of AI by staff, students, and third parties in the District, while still protecting academic integrity, privacy and equity.

##### II. Definitions

- A. **Artificial Intelligence (AI)** is defined to include any computer application, system or software that is designed to perform tasks that typically require human intelligence, including, but not limited to, digital tools and applications that can analyze data, recognize patterns, generate content (such as text, images, audio, or video), provide recommendations, personalize learning experiences, automate processes, or assist with decision-making.
- B. **Generative AI** is defined to mean any AI that can create content, such as text, images, audio, video or code in response to user inputs or prompts.
- C. **District-Approved AI Tool** is an AI application, system or software that has been vetted and authorized for use by the District for educational, instructional and/or administrative purposes by students and/or staff.
- D. **Privacy Laws** include any Federal and State laws, rules and regulation relating to the confidentiality, privacy, security, use and protection of personally identifiable information and education records, including but not limited to, the Federal Educational Rights and Privacy Act (FERPA), Children's Online Privacy Protection Act (COPPA), the Health Insurance Portability and Protection Act (HIPAA), the Michigan Social Security Number Protection Privacy Act, and the Michigan Identity Theft Protection Act.

##### III. Acceptable Use of AI

Use of AI by staff for educational, instructional and administrative purposes shall support instructional goals and student learning outcomes and shall not replace the professional

judgement of teachers or administrators. The use of AI by students shall not detract from academic integrity nor replace necessary components and tasks of students to develop educational content mastery. Use of AI in the District for instructional, assessment and administrative functions must be transparent to applicable stakeholders and shall be used in a manner which does not exacerbate inequities in access, opportunity or outcomes of students.

**A. Teacher and Educator Use of AI**

**1. Permitted Use**

- a.** Teachers and educators may use AI tools to enhance lesson planning, instructional design, generate practice materials or examples, and support accessibility (e.g., language translation, reading support), provided such use aligns with the educational curriculum.
- b.** Teachers and educators remain responsible for verifying accuracy, appropriateness and bias of any materials produced, modified or enhanced with AI tools.

**2. Professional Responsibilities and Limitations on Use**

- a.** Teachers and educators shall not rely solely on AI for lesson planning, grading, evaluation or other decisions or educational or instructional functions.
- b.** All decisions affecting students must involve human review and professional judgment when using AI to generate information.
- c.** Any communications with parents, families, legal guardians or students must be reviewed and edited prior to distribution.
- d.** Teachers and educators should strive to use AI in a manner that encourages technology literacy for students. Discussions should emphasize ethical, appropriate, and responsible use of AI, including the importance of academic integrity.
- e.** Teachers and educators shall not direct students to enter any personally identifiable information (whether in text, audio or image) or any confidential information into any AI tool that is not a District-Approved AI Tool.
- f.** Teachers and educators must abide by the age requirements of AI tools if and when permitting student use.

**3. Data Protection**

- a.** Teachers and educators shall not input confidential information, personally identifiable information or education records into any AI tool that is not a District-Approved AI Tool.
- b.** Teachers and educators shall comply with all Privacy Laws when using any AI tools.

## **B. Student Use of AI**

### **1. Permitted Use**

- a.** Students may only use AI tools for instructional purposes as authorized by the assigned teacher. Students must use District-Approved AI Tools when on the District network or on a District device.
- b.** When expressly authorized by a teacher, a student may use District-Approved AI Tools for the authorized assignment/task, provided that, student may only use District-Approved AI Tools for brainstorming, content generation or drafting, research assistance, coding, language practice, and other educational applications to the extent authorized by the teacher for such assignment/task.
- c.** Students must properly attribute credit to the source and cannot directly or indirectly represent AI-produced material as the student's original thought/work.
- d.** Students may use District-Approved AI Tools when authorized as part of the student's Individualized Education Program (IEP) or 504 Plan as an accommodation to support access to curriculum. Use of AI Tools must align with instructional objectives and assignment expectations and will be implemented in collaboration with classroom teachers to preserve academic integrity and essential skill development.
- e.** Students must review and verify AI-produced results, as AI tools may generate inaccuracies or biases.
- f.** Students must abide by platform age requirements if and when using AI tools.

### **2. Prohibited Use**

- a.** Students shall not use AI tools when original work is required by the teacher for the assignment/task.
- b.** Students shall not use AI tools when not authorized by their teacher or to violate standards of academic integrity on any assignment, test, quiz, assessment or exam or to commit other forms of academic dishonesty.
- c.** Students shall not submit or represent AI-generated work or content as the student's original work/content.
- d.** Students shall not use AI tools to generate harmful, threatening, discriminatory or inappropriate content. Students are responsible for abiding by the Student Code of Conduct in the use of AI

including, but not limited to, using AI to bully/cyberbully, threaten, or harass others in violation of the Code of Conduct.

- e. Students shall not enter any personally identifiable information (whether in text, audio or image) into any AI tool that is not a District-Approved AI Tool.
- f. Students shall not use AI that would otherwise violate other District policies or rules.
- g. Students who are permitted to use District-Approved AI Tools during instructional time must do so only for approved educational purposes. Using District-Approved AI Tools for personal reasons during instructional time is prohibited.

### **3. Disclosure of Use**

- a. Teachers may require students to disclose or cite use of AI tools in assignments and failure to disclose or cite such AI use shall constitute academic dishonesty and subject the student to discipline.

### **C. Administrative and Staff Use of AI**

- 1. District administrators and staff may use District-Approved AI Tools to support administrative and operational functions, such as drafting non-confidential documents, data analysis and reporting using de-identified information, resource allocation, safety monitoring (as permitted by law), transportation and facilities management, and operational efficiencies. Prior to such use, however, all such District-Approved AI Tools shall be verified for data privacy compliance, bias and fairness and equity, security standards and legal compliance with Privacy Laws.

## **IV. Privacy and Data Security**

All use of AI tools shall comply with all Privacy Laws and any other applicable laws, rules and regulations. No confidential information, personally identifiable information or education records, student ID numbers, IEP/504 information or health or discipline data shall be input into any AI tool, unless authorized by the Superintendent and a District-Approved AI Tool is used. AI tools shall not be used for unauthorized surveillance or profiling of students.

## **V. Equitable Use of AI**

Use of AI tools shall be without bias which would unfairly disadvantage protected groups. Accommodations and use of AI for English language learners or students with disabilities are permitted on a case-by-case basis as appropriate and necessary.

## **VI. Accountability and Violations**

Administration and staff may utilize plagiarism and AI detection software to review student work. Any suspected violation of this policy will be reviewed. Violations of this policy may result in academic and/or disciplinary consequences.

## **VII. Policy Review**

This policy shall be reviewed annually to address technological advancements, legal updates, and evolving best practices. The District reserves the right to update this policy as necessary and to issue any additional guidance to the school community as deemed appropriate.

**Approved:** \_\_\_\_\_