

Clark Hill Policy Service

AG 3.38. Use of Artificial Intelligence

As set forth in Board Policy, the use of artificial intelligence (AI) in the educational environment is increasing as technologies develop. The use of AI and AI tools present an opportunity for enhanced learning and support for the school community. However, AI and AI tools must be used appropriately and must not compromise our students' ability to learn, think critically, and apply their learning. Moreover, the use of AI for instructional and administrative purposes may offer educators additional support, but such tools must not supplant or replace our staff. In addition to Board Policy, this administrative guideline provides additional guardrails for the use of AI within the District. Such guidelines as set forth herein include the District's guiding principles in the use of AI; the methods by which the District will select AI tools for use; the evaluation of District-Approved AI Tools; professional development for educators on the use of District-Approved AI Tools; and student and family communications regarding the implementation and use of AI in the District's educational program.

Guiding Principles

The District will ensure:

1. Education remains human-centered, allowing teachers to maintain control over the learning process and allowing students to benefit from instruction and achieve their educational goals;
2. Ethical, responsible, and appropriate use of AI by District students and staff, including adherence to the District's policies and procedures, codes of conduct, acceptable use policies, and applicable state and federal law;
3. Ongoing review of any District-Approved AI Tools is conducted, including a review of the benefits or risks to the school community and any technological updates;
4. Guidance and professional development are offered to the school community to ensure that all stakeholders feel supported in the appropriate and effective use of AI.

District-Approved AI Tool Selection

The District shall require all vendors of AI tools and resources to meet District standards for transparency, equity, and ethical decision-making. AI tools and resources shall only be adopted on a District-wide basis if there is data supporting a tool's appropriateness and efficacy with potential users and, for instruction-focused AI, its alignment with high-quality teaching and learning standards and practices. If research is unavailable, AI tools shall be adopted on a pilot or trial basis if the evidence is being collected and analyzed in a timely manner, with an understanding in place to cease the use of the technology if the results of the research do not show the intended benefits. Using AI tools on a pilot or trial basis may be designed in a manner where only select educators and students are to use AI tools before launching to the larger school community. AI tools and resources that are made in collaboration with educators should be prioritized.

Evaluation of AI Tools

The District shall review and evaluate AI tools on a regular basis as deemed appropriate and necessary to ensure the tools provide intended benefits to the school community. Rubrics and frameworks used shall offer a comprehensive evaluation of AI tools for educational use including, but not limited to, ease of use; accessibility; age appropriateness; content accuracy; bias and fairness; curriculum alignment; privacy and data usage; legal compliance; cost; and other criteria. Evaluation of AI tools should include a review of any risks presented, including overreliance on the tools; issues of plagiarism, bullying/cyberbullying, or other violations of the code of conduct; misinformation; and compromised security and privacy. Educators are encouraged to report any concerns about the use of AI tools at any time.

Professional Development

The District shall provide professional development on the use of District-Approved AI Tools as deemed appropriate and necessary to ensure staff are familiar and comfortable with the use of those AI tools, as well as the District's policies and expectations surrounding student and teacher use of District-Approved AI Tools for educational purposes. Professional development should provide staff confidence in using AI tools while setting appropriate boundaries.

Professional development shall include how to use AI appropriately for all learners, including students with disabilities and multilingual learners.

Student Training on AI Tools

The District shall provide age-appropriate instruction and guidance to students regarding the safe, ethical, and effective use of AI tools in support of teaching and learning. Training shall be incorporated into digital citizenship, technology, library/media, and classroom instruction as appropriate to grade level and curriculum. Student training on AI use may include, but is not limited to:

1. Understanding what AI is, how AI tools work, and their appropriate educational uses to support and expand traditional learning models.
2. Understanding with AI tools are and are not District-Approved AI Tools.
3. Responsible and ethical use of AI tools.
4. Academic integrity expectations, including plagiarism, attribution, originality of student work, and disclosure of AI-assisted work when required.
5. Critical evaluation of AI-generated content for accuracy, bias, misinformation, appropriateness, and reliability.
6. Safe and appropriate handling of personal, confidential, and sensitive information when using AI systems.
7. Awareness of potential risks associated with AI tools, including bias, privacy concerns, hallucinations/inaccurate outputs, and overreliance on automated systems.
8. Digital citizenship expectations, including respectful and lawful online behavior.

9. Appropriate use of District-Approved AI Tools and compliance with applicable laws, board policies, and technology procedures.
10. Instruction on when AI use is permitted, restricted, or prohibited within classroom assignments and assessments.

The Superintendent or designee may develop additional procedures, resources, and staff guidance to support implementation of student AI literacy and responsible-use instruction. School administrators and instructional staff shall reinforce expectations for proper AI use and may provide ongoing training as AI technologies evolve.

Student and Family Communications

The District shall ensure its students and their families are informed about the implementation and use of AI tools in the District's educational programs. Building administrators are responsible for ensuring effective and clear communication is provided to students and their families. Such communications shall include information about student privacy and security; academic integrity and expectations regarding the code of conduct; continuous evaluation of AI tools; and other matters deemed relevant and necessary depending on the building's individual needs and culture.

Policy and Administrative Guideline Review

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