ARTIFICIAL INTELLIGENCE

Policy 2365

ACCEPTABLE CLASSROOM USE OF ARTIFICIAL INTELLIGENCE - AI

The Audubon Board of Education acknowledges that Artificial Intelligence (AI) technology, including but not limited to generative AI, serves as a resource for enhancing educational opportunities like differentiating instruction, improving district operations, and equipping students with essential skills for the future.

While AI technology may have some potential benefits, it can also present challenges relating to accuracy, reliability, privacy, information security and data protection. The board's intent in adopting this policy is to ensure that AI technology is not used as a substitute for learning. As such, this policy provides guidelines for AI use as it relates to instruction in a secure, responsible, and confidential manner that promotes the safety and well-being of the school community. The Board acknowledges that the use of AI tools has an environmental impact.

Guidelines for Use - General

A. The superintendent shall ensure the development of an Audubon AI Plan and designate an Audubon AI Team:

1. The Audubon AI Plan shall include additional guidelines and information necessary and appropriate to ensure that AI technology is used in a developmentally appropriate, legal, ethical, and responsible manner. The plan will also be used to ensure safeguards are maintained in an ever-changing landscape of AI technology.

2. The Audubon AI team shall identify AI technology and uses that align with the philosophy set by the board and meet the guidelines for AI technology use in the district as set forth in this policy. The AI Team will maintain a list of approved AI technology systems and shall make the list available to students and staff annually.

3. Review/approval of AI technology use by the AI Team should consider factors including, but not limited to, whether such AI technology:

    a. has a privacy setting where data resharing can be limited or blocked;
    b. meets current student data privacy standards;
    c. can be offered/accessed in an equitable manner by students and/or staff;
    d. has any inherent bias, and if so, whether such bias can be minimized or eliminated;
    e. has safeguards in place to confirm that accurate and factually correct information are provided; and
    f. conforms with all use criteria as set forth in this policy and/or the district AI Plan.

B. All AI technology users shall ensure that the specific AI technology being used has been reviewed and approved by the Audubon AI Team in accordance with this policy and the Audubon AI Plan.

C. AI technology users are prohibited from:

1. Using AI technology to access, create, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others.

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2. Sharing confidential information, or personally identifiable information with AI technology regarding a student, staff member, or other person. Personally identifiable information includes, but is not limited to, a person's name, address, email address, telephone number, social security number,student ID number, physical or facial "likeness", or other information that can potentially be used to identify the subject of the disclosure.

3. Using AI technology in any way that violates the Family Educational Rights and Privacy Act (FERPA), and the Children's Online Privacy Protection Act (COPPA), and any other applicable state or federal laws or regulations.

D. Whenever a user is found to have violated district policy, the principal or designee may implement appropriate discipline or remediation as outlined in the AI Plan (R2365). Improper use of AI technology may also result in civil, administrative, or criminal action in accordance with applicable laws.

E. The superintendent or designee will ensure parents/guardians are informed of AI technology use within the curriculum.

Guidelines for Use – Staff

A. Staff shall receive professional development/training on the use of AI technology in the classroom. Staff will be trained on AI technology as it relates to the following:

1. ethical professional use;
2. capabilities and limitations;
3. critical analysis of content produced;
4. how to monitor and evaluate student inputs into AI technology;
5. parameters established by the district for integrating AI technology into classroom/instructional design;
6. confidentiality; and
7. other content as deemed appropriate by the Superintendent or designee.

B. As appropriate, the board shall provide ongoing professional development opportunities to effectively support staff in integrating AI technology into instructional practices and planning.

C. Teaching staff shall clarify whether students are permitted to use AI on assignment(s) and will guide and monitor student use of AI, educating students about the responsible and ethical use of AI technology, its limitations and potential biases as outlined in the AI Plan (R2365).

D. AI detection tools may be used as an aid to identify potential academic integrity issues, but reliance on results from AI detection tools will not be a sole determination of academic integrity.

Guidelines for Use – Students

A. Building principal(s) shall ensure that student users of AI technology receive instruction and/or guidance on the following:

1. expectations regarding appropriate use of AI technology;
2. the capabilities and limitations of AI technology;

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3. critical analysis of content produced by AI technology;
4. how to disclose, use, and cite AI technology resources;
5. the importance of not disclosing personally identifiable information when using AI technology; and
6. Understanding the consequences of violating the AI Plan
7. Anything else deemed necessary by the superintendent or designee

B. Student use of AI technology in the classroom or on class assignments shall align with the AI Plan.

C. The board emphasizes the importance of academic integrity when using AI technology. Student users are expected to use AI technology only as permitted by teaching staff - as outlined in the AI Plan. Students should be transparent about their use of AI technology in academic work.

D. Violation(s) of these guidelines may result in discipline in accordance with the district's student code of conduct.

Feedback from teachers, students, parents, and other stakeholders may be collected to inform ongoing improvements and adjustments to this policy and/or the AI Plan.

This policy shall be reviewed regularly to ensure it is properly aligned to changing educational practices, advancements in AI technology, and/or changes in applicable laws and regulations.

In the event the Superintendent determines a provision(s) of this Policy or the district's AI Plan becomes inapplicable, inappropriate, undesirable, and/or irrelevant for any reason in the school setting, the Superintendent may revise or suspend a provision(s) of this Policy or the district's AI Plan. In such case, the Superintendent will report to the Board the reason for the revision or suspension and recommend the Board ratify the Superintendent's actions.

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