ARTIFICIAL INTELLIGENCE

Guidelines for Use

All Users

1. Before using any AI tool with students, employees must verify that the tool has been approved by the District and meets District data privacy and student safety standards.
2. AI tool evaluation must include: openness of the environment, student data privacy compliance, equitable access, potential for inherent bias, and accuracy safeguards.
3. All AI use must comply with the Family Educational Rights and Privacy Act (FERPA), the Student Online Personal Information Protection Act (SOPIPA), and all applicable District policies.
4. Users may not share confidential information, student records, or personally identifiable information with any AI system.
5. AI-generated content must be clearly identified as such and may not be represented as original human work without appropriate disclosure.

Student Use

6. Students may use approved AI tools in alignment with teacher instructions. Teachers will specify whether AI is permitted on any given assignment or assessment.
7. Students must cite AI-generated content in accordance with District academic honesty policy (BP 5131.9).
8. Students may not rely solely on AI as a fact-checker. AI systems may produce inaccurate or outdated information.
9. Students are encouraged to develop their own critical thinking, writing, and analytical skills and should use AI as a supplemental tool, not a substitute for their own intellectual effort.

Staff Use

10. Staff may use approved AI tools to support lesson planning, communication, rubric development, data analysis, and administrative tasks.
11. Staff retain full professional responsibility for the quality and accuracy of AI-assisted outputs.
12. Final grades and evaluative decisions must reflect human professional judgment. AI-generated grades or scores may not be applied to student records without human review and approval by a certificated employee.

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13. Staff may not use AI to generate assignments that are then evaluated by AI without direct teacher review. The instructional relationship requires human presence at both ends of the learning cycle.

Prohibited Uses

All students, staff, and users are prohibited from using AI systems to:

- Access, create, or display material that is threatening, obscene, sexually explicit, or that constitutes harassment or discrimination based on race, ethnicity, national origin, sex, gender identity, sexual orientation, age, disability, religion, or political beliefs.
- Share confidential, personally identifiable, or sensitive student or staff information.
- Generate or submit work as one's own original work without appropriate disclosure of AI involvement.
- Circumvent academic integrity requirements as defined in BP 5131.9.
- Assign final grades, generate official student records, or make high-stakes educational decisions without direct human review and professional judgment.
- Use platforms or tools that have not been vetted and approved by the District.

Violation of this policy may result in cancellation or limitation of AI privileges, disciplinary action, and/or legal action in accordance with law and Board policy.

Implementation

Approval and Vetting

The Superintendent, in coordination with the Chief Technology Officer, shall maintain a list of approved AI tools and a vetting process consistent with the criteria established in this policy. This list shall be reviewed and updated no less than annually.

Professional Development

The Superintendent shall ensure that all certificated and classified staff who use AI tools receive training in the ethical, responsible, and effective use of AI. Professional development shall address:

- Understanding how AI systems work and their limitations

- Distinguishing appropriate from inappropriate AI use in instructional and administrative contexts
- Supporting students in developing AI literacy and digital citizenship
- Academic integrity expectations and enforcement
- Student data privacy and platform safety

Student and Family Education

The District shall provide age-appropriate AI literacy education to students and shall inform families about the District's AI use guidelines through annual notification, parent meetings, and the District website.

Environmental Considerations

The District shall incorporate environmental impact, including energy consumption and sustainability, as a factor in the evaluation and selection of AI tools and platforms.

The Chief Technology Officer or designee shall monitor credible sources on AI environmental impact on an annual basis and summarize findings for the Superintendent as part of the regular policy review cycle. Relevant sources may include, but are not limited to, the International Energy Agency (IEA) annual data center and AI energy reports, the Stanford AI Index, MIT Technology Review, the Natural Resources Defense Council, and the California Department of General Services sustainability procurement guidance. Specific sources and monitoring frequency shall be defined in the Administrative Regulation accompanying this policy, allowing for adjustment as the field evolves without requiring Board action.