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ARTIFICIAL INTELLIGENCE

BOARD ADOPTED JUNE 15, 2026

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A. PURPOSE

1. The purpose of implementing a policy on Artificial Intelligence (AI) is to ensure the ethical and responsible use of AI technologies to enhance teaching, learning, and administrative processes while safeguarding student, client and employee privacy and data security. By establishing clear guidelines and procedures, this policy aims to promote transparency and accountability, while fostering a safe learning, behavioral health and working environment.

B. DELEGATION OF RESPONSIBILITY

1. Departmental Directors are given the authority to enforce this policy.

C. DEFINITIONS

1. Artificial intelligence (AI) refers to computer systems and algorithms that mimic human cognitive functions, such as learning, reasoning, problem-solving, and decision-making. AI encompasses a broad spectrum of techniques and methodologies, including machine learning, natural language processing, computer vision, and robotics, aimed at creating intelligent systems capable of performing tasks autonomously or with minimal human intervention.

D. GUIDELINES

1. Instruction on AI Tools

- a. Students, served by the Carbon Lehigh Intermediate Unit (Intermediate Unit), have diverse and specialized needs, and may receive instruction on the appropriate use of Artificial Intelligence to the extent deemed appropriate. The level and provision of such instruction shall be determined at the discretion of the Director of Special Programs and Services based on individual student needs and program requirements. Where provided, instruction may include principles of human oversight, critical evaluation of AI-generated content, and recognition of potential inaccuracies.

2. CIPA Compliance

- a. The Director of MIS shall ensure that the Intermediate Unit's internet content and message filters prevent users from accessing any AI website, tool, or application that is capable of generating obscene or pornographic material on both Intermediate Unit owned devices and on the Intermediate Unit provided internet.

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34 3. FERPA Compliance

- 35 a. All teachers, administrators, and staff are required to adhere strictly to the regulations outlined
36 in the Family Educational Rights and Privacy Act (FERPA) when utilizing any AI resources.
- 37 b. The Intermediate Unit prohibits the use of personally identifiable information of students,
38 clients, or employees while using AI websites, tools, or applications that have not been pre-
39 approved by the Director of MIS or designee.

40 4. Approved AI Platforms/Applications/Resources

- 41 a. The Director of MIS shall establish a process by which Intermediate Unit Administrators can
42 request the approval of new AI platforms/applications/resources. The vetting process shall
43 include a review of the tool's privacy policy, data handling practices, and compliance with
44 FERPA. The Director of MIS or designee shall maintain a list of all such approved resources.

45 5. Academic Honesty

- 46 a. The Board recognizes the capacity of AI to complete many student assignments. In doing so,
47 AI has the potential to upend traditional academic honesty and plagiarism standards.
- 48 b. It is the responsibility of all teachers to provide students with notice of whether AI use is
49 permitted on a particular assignment or project.
- 50 c. Students who violate established expectations for AI use shall be subject to consequences
51 which shall be determined in accordance with the student's Individualized Education Program
52 (IEP), Behavior Intervention Plan (if applicable), and applicable CLIU procedures.

53 6. Acceptable Use

- 54 a. All Students and employees shall comply with the Intermediate Unit's Acceptable Use Board
55 Policies and expectations set by Administration when using AI tools on Intermediate Unit
56 technology. Violations of Acceptable Use Policies and expectations are handled in accordance
57 with those Policies and Administrative Procedures.

58 7. Grading Student Work

- 59 a. Approved AI websites and applications may be used to assist with the grading of student work
60 product, but final decisions on assignment grades shall be determined by teachers and not solely
61 by AI technology. Teachers shall ensure that personally identifiable student records are kept
62 secure when using such grading technology.

63 8. AI Use in Operations

- 64 a. When Artificial Intelligence platforms are utilized, Departmental Directors shall establish
65 protocols to verify the accuracy and reliability of outputs prior to their use in instructional or

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- operational contexts, including, but not limited to, budgeting, payroll, financial forecasting, client documentation, instructional planning or student related materials.
- b. While Artificial Intelligence tools may be used to assist in departmental functions, including, but not limited to, human resources, business office, program operations, and administrative decision-making, such use shall be in accordance with Department protocols. The Board directs that all final decisions impacting students, staff, or programs, including employee evaluations, hiring, promotion, service delivery, and programmatic determinations shall be made by qualified personnel and shall not rely solely on AI technology, in order to ensure fairness, equity, professional judgment, and compliance with applicable laws and regulations.
9. AI Meeting Recording and Notetaking
- a. The use of Artificial Intelligence (AI) tools that record, transcribe, summarize, or otherwise capture meetings (including, but not limited to, Read.ai, Otter.ai, Microsoft Copilot, or similar tools) is strictly controlled by the CLIU.
- b. Internal AI recording and Notetaking Tools (CLIU Employee is Meeting Host)
- i. AI meeting recording or notetaking tools may only be used by the Intermediate Unit host of a meeting if:
- The tool has been formally approved through the Intermediate Unit's AI approval process; and
 - The Intermediate Unit host adheres to the Intermediate Unit's procedure for use, sharing and retention of the recording or notetaking.
- c. External AI Notetakers/Recordings (Strictly Prohibited)
- i. AI recording or notetaking tools operated by third parties, meeting participants (CLIU or Non-CLIU), or external organizations are not permitted under any circumstances, regardless of meeting type.
- ii. Meetings shall not proceed if an external AI recording or notetaking tool is present unless the tool is removed.
- d. No Expectation of Informal Use
- i. AI-generated recordings, transcripts, or summaries created without authorization shall not be relied upon, retained, or used for official business purposes.
10. Professional Development
- a. Departmental Directors may provide professional development for administrators, teachers, and staff on the ethical and appropriate use of Artificial Intelligence, as deemed appropriate for their programs. Such training, when provided, should support staff in effectively integrating AI

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99 tools into their roles while addressing data privacy, legal compliance, and ethical
100 considerations.

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102 E. CONSEQUENCES OF INAPPROPRIATE USE

- 103 1. Failure to comply with this policy or applicable Intermediate Unit procedures regarding the use of
104 Artificial Intelligence may result in appropriate consequences. Such consequences may include,
105 but are not limited to, restriction or loss of access to technology resources, disciplinary action, and,
106 when applicable, referral to appropriate authorities.
- 107 2. Employees are expected to report any suspected misuse or violations to their supervisor.
- 108 3. Employee or students may be held responsible for damages or harm resulting from improper or
109 unauthorized use of Artificial Intelligence systems.