BENTONVILLE SCHOOLS AI POLICY

WHERE EXCELLENCE LIVES



Guidance for Students

4.64—STUDENT USE OF ARTIFICIAL INTELLIGENCE

Definitions

> "Artificial Intelligence (AI) Tools" means Software applications or platforms that utilize machine learning algorithms to perform tasks typically requiring human intelligence, such as generating content, providing recommendations, or solving problems.

The purpose of this policy is to establish guidelines for the responsible use of AI tools by District students. The policy applies to all students enrolled in the District and covers the use of AI tools when completing District assignments or projects.

The district shall provide teachers and students resources and education on AI literacy and digital citizenship. The District shall establish a committee who shall be responsible for the review and selection of AI tools that shall be available for students to use. All AI tools selected by the committee shall comply with applicable state and federal data privacy laws. Students may only use AI tools in the classroom **when specifically authorized by their teacher.** When students use their District user accounts, they are strictly limited to **District-approved, vetted tools** to maintain legal compliance and student safety.

Teachers are responsible for providing instructions on when and how AI tools may be used for classroom assignments. Students may use AI tools as approved by their classroom teacher to enhance learning and develop future-ready skills.

Students should use AI tools ethically and responsibly, aligning with the district's educational objectives, and in a manner that does not harm themselves or others. As part of using AI tools responsibly, students should be cautious about the information they provide to AI tools and consult with a teacher if unsure. At no time shall Students share personal, sensitive, or confidential information with AI tools, especially AI tools requiring data input. Students are prohibited from using any AI tools that **collect and employ user data to train or improve their underlying models.** The

training of learning models is strictly limited to a classroom setting when it is part of the curriculum instruction on model training, and the model must be managed by the teacher (not utilizing external public data or services).

When a student uses AI tools, a student shall:

1. Review and verify the accuracy of content that is generated by an AI tool;
2. Cite AI tools used as part of an assignment or project as a source, following District citation guidelines; and
3. Be transparent about their use of AI in completing assignments.

Students must ensure all submitted work is their own and properly acknowledge or cite any assistance from AI tools. Students are encouraged to ask questions if they are unsure about the acceptable use of AI tools.

The following actions regarding AI tools are strictly prohibited:

- Misuse of AI tools for cheating, plagiarism, or any form of academic dishonesty, including the submission of assignments that were fully generated by an AI tool and presented as original student work;
- Altering or falsifying academic documents or records using AI tools;
- Using AI tools to:
- Gain unauthorized access to District systems; or
- Bypass District security measures;
- Using AI tools to produce **misleading, deceptive, or malicious** imagery or information about themselves, other students, or staff members. This includes outputs created with the intent to **harass, defame, impersonate, or falsely represent** an individual or the District.

Students should report any inappropriate content or security concerns encountered while using AI tools to a teacher or administrator.

Violations of this policy shall be handled in accordance with the District's disciplinary procedures.

Cross References: 4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

Legal References: A.C.A. § 6-18-2601 et seq.

15 U.S.C. § 6501

20 U.S.C. § 1232g

34 C.F.R. Part 99

Date Adopted: 11/18/25

Last Revised: 10/31/25

Guidance for Licensed Personnel

3.58—LICENSED PERSONNEL USE OF ARTIFICIAL INTELLIGENCE

Definitions

"Artificial Intelligence (AI)" means Computer systems or applications that perform tasks typically requiring human intelligence, such as learning, problem-solving, and decision-making.

"AI Tools" means Software, hardware, or cloud-based applications that use AI to aid in tasks like content creation, data analysis, and personalized learning.

This policy governs the use of AI tools in classrooms, administrative functions, and decision-making processes by licensed employees and outlines the responsible and ethical use of integrated AI tools into teaching and administrative practices.

The use of AI tools by District licensed employees shall adhere to the following:

- **Only AI tools that have been thoroughly vetted and officially approved** via the district's application approval request ticket process are authorized for use. To submit a new tool for approval, please open a Helpdesk ticket at **helpdesk.bentonvillek12.org**;
- The use of AI tools by licensed employees shall adhere to District policy; State and Federal law; State rules; and federal regulations governing data privacy; and
- The use of AI tools shall operate in a manner that allows staff, students, and parents to have the opportunity to access information on how AI tools are integrated in teaching and learning within the district.
- Licensed employees retain professional discretion in determining when, where, and how AI tools are used to support instructional goals, provided such use aligns with approved tools and district policy.

Licensed employees may use AI tools to personalize learning, assist with lesson planning, and provide real-time feedback to students. AI tools shall serve as instructional supplements under the direction of licensed employees. Human judgment, creativity, and relational teaching remain integral to the educational process.

Licensed employees are responsible for helping students understand the boundaries of using AI tools in completing assignments. Licensed employees have full authority to determine the appropriateness,

timing, and scope of student use of AI tools within their classroom, including the right to prohibit use when pedagogically justified. Students shall receive instruction on how content generated by AI tools should be:

- Reviewed for bias and inaccuracies; and
- Cited as a source, following District citation guidelines.

Any use of AI tools in the classroom shall be deployed in a way that considers equal access for all students, regardless of socioeconomic status, and shall not exacerbate inequalities. Licensed employees shall actively monitor AI tools for any signs of bias or inequitable treatment of students. Any AI tools that are used for student assessments shall be monitored for biases and regularly reviewed with the ultimate goal of impartiality. Automated writing evaluation and/or grading AI tools are required to provide feedback based on set learning indicators including, but not limited to: objectives, outcomes, goals, competencies, targets, success criteria, proficiency scales, rubrics, or other indicators. AI tools shall not be the sole basis for decisions that significantly affect students, such as assignment of grades.

District-licensed employees should diligently endeavor to monitor AI tool usage and verify that such use is aligned with the district's ethical guidelines and educational goals, to the best of their ability.

While AI tools may be used to assist with administrative tasks, such as lesson planning, scheduling, data analysis, and managing student records, final decisions impacting students or employees must involve human oversight. AI tools shall not be used as the sole or primary basis for evaluating licensed employees' performance, instructional effectiveness, or professional conduct.

Employees are responsible for their use of AI tools and for safeguarding sensitive information. Employees shall report any security incidents or potential data breaches immediately to a supervisor or the IT department.

Licensed employees may pilot innovative uses of AI tools to enhance learning outcomes, provided such experimentation is documented and shared with the district for review. Teachers shall not be penalized for responsible exploration of emerging technologies.

Licensed employees shall not be held personally liable for unintended outcomes resulting from the use of approved AI tools, provided such tools are used in good faith and in accordance with district guidelines.

Licensed employees are encouraged to conduct a pedagogical and safety review of AI tool usage and provide feedback that specifically recommends the adoption, modification, or discontinuation of AI tools within the District, based on considerations for educational effectiveness and student safety.

The failure to comply with this policy or a District policy governing the release of information may result in disciplinary action, up to and including termination.

[1] Reports should be sent to the District Executive Director of Technology.

Legal References: A.C.A. § 6-18-2601 et seq.

15 U.S.C. § 6501

20 U.S.C. § 1232g

34 C.F.R. Part 99

Date Adopted: 11/18/25

Last Revised: 10/31/25

Guidance for Classified Personnel

8.49—CLASSIFIED PERSONNEL USE OF ARTIFICIAL INTELLIGENCE

Definitions

"Artificial Intelligence (AI)" means Computer systems or applications that perform tasks typically requiring human intelligence, such as learning, problem-solving, and decision-making.

"AI Tools" means Software, hardware, or cloud-based applications that use AI to aid in tasks like content creation, data analysis, and personalized learning.

This policy governs the use of AI tools by classified employees in the performance of their job duties.

The District will provide training on the use of AI tools, including data privacy requirements. All classified employees shall participate in the District's training on AI tools before they may use AI tools to assist with any job duties. Classified employees shall participate in additional training sessions and are expected to stay informed about changes to this and related policies regarding the use of AI and data privacy and security.

The use of AI tools by District employees shall adhere to the following:

- **Only AI tools that have been thoroughly vetted and officially approved** via the district's application approval request ticket process are authorized for use. To submit a new tool for approval, please open a Helpdesk ticket at **helpdesk.bentonvillek12.org**;
- The use of AI tools by employees shall adhere to District policy; State and Federal law; State rules; and federal regulations governing data privacy; and
- Employees shall consult their supervisor or the IT department if unsure about using a particular AI tool.[1]

Classified employees are encouraged to use AI tools to enhance job performance and efficiency. Any

use of AI tools shall be done in an ethical and responsible manner that protects other employees, students, parents, and the District as a whole.

The following actions are expressly prohibited:

- The inputting or uploading of information into AI tools unless the AI tool has been approved by the District to accept such information and appropriate data privacy measures are in place to comply with the District's policies; State and Federal laws; State Rules; and federal regulations on data privacy and security;
- Using AI tools to generate false or misleading information; and
- Attempting to bypass security protocols or access restricted data.

Employees are responsible for their use of AI tools and for safeguarding sensitive information. Employees shall report any security incidents or potential data breaches immediately to a supervisor or the IT department.[1]

Employees are encouraged to provide feedback on the usage of AI tools to help the District ensure the effectiveness, ethical compliance, and relevance to the District's educational goals of the AI tools the District is using.

The failure to comply with this policy or a District policy governing the release of information may result in disciplinary action, up to and including termination.

[1] Reports should be sent to the District Executive Director of Technology.

Cross References: 4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

6.23—CLASSIFIED PERSONNEL TECHNOLOGY USE AGREEMENT

Legal References: A.C.A. § 6-18-2601 et seq.

15 U.S.C. § 6501

20 U.S.C. § 1232g

34 C.F.R. Part 99

Date Adopted: 11/18/25

Last Revised: 10/31/25