MIAMI VALLEY
CAREER TECHNOLOGY CENTER

AI Handbook

2026-2027

MVCTC AI Handbook

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SECTION 1 — Who We Are and Why This Matters

A Portrait of MVCTC and Our Community

Miami Valley Career Technology Center (MVCTC) serves as a vital bridge between education and the workforce for students across our region. We are a community defined by hands-on learning, technical excellence, and a deep commitment to preparing graduates for advanced employment and premier educational choices. Our identity is rooted in the tradition of "learning by doing," where classroom theory meets industry reality.

As an institution, we believe that the educational process is a key means through which the fundamental principles of democracy are taught and practiced. We are dedicated to providing a safe, appropriate, and technologically advanced quality education that prepares our students to become mature, responsible decision-makers and employable, productive citizens.

What Our Community Values

Through our recent surveys and "Wisdom Collection" sessions, our students, families, and staff identified core values that align with our long-standing district beliefs:

- **Integrity and Honesty**: Maintaining high standards of personal and professional conduct. We believe high expectations are the foundation of high achievement.
- **Critical Thinking and Problem-Solving**: The ability to navigate complex challenges, whether in a lab or an office.
- **Collaboration and Teamwork**: Working effectively with others to achieve shared goals. We recognize that success depends upon working as a team to build a strong foundation for learning.
- **Human Connection**: While technology evolves, "human" employability skills—such as empathy, professional communication, and ethics—are irreplaceable.
- **Career Preparation**: Our goal is to prepare students for the path of professional responsibility through advisement and counsel in the appropriate application of AI.

Why AI Matters at MVCTC Right Now

As industry landscapes shift, Artificial Intelligence (AI) is no longer a futuristic concept—it is a current reality in the fields our students are preparing to enter. Consistent with our Board of Education’s policy, we acknowledge the "positive impact and transformative potential" of AI in education and operations.

We see AI as a powerful tool to amplify our mission, provided it is used in a "balanced, people-centered approach." We have a responsibility to:

- **Bridge the Gap**: Ensure our graduates are tech-savvy and possess the discernment to evaluate AI-generated work with a professional eye.
- **Empower Creativity and Efficiency**: Use AI as a partner in the creative process and to streamline repetitive tasks, allowing more focus on high-value learning.
- **Foster Responsibility**: Model the ethical use of technology so students understand not just *how* to use AI, but *when* it is appropriate to do so.

Our Commitment to Human-Centered Innovation

Aligned with our district policy, MVCTC supports the responsible and innovative use of AI with the clear understanding that AI should "enhance human interaction and instruction, not replace it." We maintain that all AI-driven decisions require human review to ensure our students remain the primary "pilots" of their own education and technical development.

SECTION 2 — Our Vision for AI in Our Community

A Future-Ready Vision

At Miami Valley Career Technology Center, our vision for Artificial Intelligence is grounded in our mission to prepare students for success in a rapidly changing world. We believe that AI, when used responsibly, can be a powerful catalyst for innovation, efficiency, and expanded opportunity.

Our Vision Statement:

> "MVCTC will lead as a future-ready learning community where Artificial Intelligence is a tool for human empowerment. We embrace AI to enhance technical mastery, foster critical thinking, and prepare our students to be ethical leaders in the modern workforce, ensuring that technology always serves the person, the professional, and the community."

The Pillars of Our AI Vision

To bring this vision to life, we focus on three core areas of impact, aligned with our district's commitment to quality education and professional excellence:

1. Empowering the Learner We envision a learning environment where AI supports personalized growth. Whether it is helping a student troubleshoot a complex coding issue, providing feedback on a technical report, or acting as a brainstorming partner for a new design, AI should empower students to reach higher levels of achievement. As noted in our student handbook, we aim to help students become "mature and responsible decision-makers who are actively involved in their own development."

2. Supporting Instructional Excellence Aligned with our Board policy, we see AI as a way to "enhance human interaction and instruction, not replace it." We envision AI as a supportive partner for our educators—helping to streamline administrative tasks so that teachers can spend more time doing what they do best: mentoring, coaching, and inspiring students in their career fields.

3. Maintaining Professional Integrity In every industry MVCTC serves, trust is the foundation of employment. Our vision for AI is inseparable from our commitment to honesty and ethics. We believe that being "future-ready" means knowing how to use AI with transparency, verifying its outputs with a "human-in-the-loop" approach, and ensuring that the final product always reflects the authentic skill and judgment of the human creator.

Grounded in Our Identity

This vision does not change *who* we are; it enhances *how* we prepare our students for what comes next. By integrating AI into our "learning by doing" culture, we ensure that

an MVCTC certificate continues to represent a gold standard of technical competence and modern employability.

SECTION 3 — Shared Language: Our AI Glossary

To have productive conversations about technology, we must first share a common language. These definitions, aligned with our district policy, help ensure that students, families, and staff have a clear understanding of the tools we use.

AI Tool - A software application that uses artificial intelligence technologies to perform tasks that typically require human intelligence, such as understanding language, analyzing data, solving problems, and creating content.

Artificial Intelligence (AI) - A field of computer science dedicated to creating systems that can perform tasks traditionally requiring human intelligence, such as recognizing patterns, solving problems, or making decisions.

Bias - Systematic error or prejudice in AI outputs, often resulting from the data used to train the system. This can lead to unfair or inaccurate representations of certain groups or ideas.

Close AI (Closed-Source/Proprietary AI) - AI models where the developers obscure or protect the model's architecture, underlying code, training data, and "weights" (the learned parameters of the model). Users interact with the model via a restricted service.

Deepfake - AI-generated media that realistically replaces one person's likeness or voice with another. We emphasize the ethical implications of this technology and the importance of digital wellness.

Disclosure - The process of being open and transparent about how AI was used in a project or assignment. At MVCTC, disclosure is an act of professional integrity.

Generative AI - A type of AI that can create *new* content, including text, images, video, music, or computer code. Tools like ChatGPT, Claude, and Midjourney are examples of Generative AI.

Hallucination - An instance where an AI model generates information that is incorrect, nonsensical, or completely fabricated, while presenting it as fact. Because of hallucinations, human verification is a critical part of using AI responsibly.

Human-in-the-Loop - The requirement that an individual supervise, verify, and take responsibility for AI-generated outputs and decisions. At MVCTC, we believe the human should always be the "pilot" of the technology, never just a passenger.

Large Language Model (LLM) - A type of AI trained on vast amounts of text to understand and generate human-like language. It works by predicting the most likely next word or phrase based on the data it has "read."

Open AI (Open-Source AI) - AI models where the developers openly share the model's architecture, underlying code, and often the "weights" (the learned parameters of the model), and sometimes the training data.

PII (Personally Identifiable Information) - Any information that can identify a student or staff member.

Predictive AI - A type of AI that uses historical data and algorithms to identify patterns and predict future outcomes, such as identifying potential machine failures in a lab setting or predicting student success trends.

Proprietary Information/Data - Refers to a broad category of non-public, sensitive, or confidential data belonging to the District, its staff, or its operations.

Prompting - The act of providing a question, instruction, or data input to an AI system to guide its output. "Prompt engineering" is the professional skill of refining these instructions to get the most accurate and useful results.

SECTION 4 — Our Commitments

To ensure that AI serves our mission of technical excellence and career readiness, we establish these shared commitments. These are grounded in our board policy and our belief that "high expectations are the foundation of high achievement."

Our Commitment as District Leadership

We will provide the framework and resources necessary for a safe, innovative environment. We commit to:

- **Safety and Privacy First**: We will only authorize AI tools that meet the District's rigorous standards for data privacy (per FERPA and Board Policy 8330/2520) and operational integrity, as overseen by the Technology Coordinator.
- **Professional Growth**: We will provide staff with the training needed to understand AI's "transformative potential" and its risks.
- **Human Oversight**: We will ensure that all AI-driven decisions—from operations to instruction—undergo human review to maintain fairness and accuracy.

Our Commitment as Educators and Staff

We will lead by example in the professional use of technology. We commit to:

- **Safety and Privacy First**: Before using any AI tool not listed in the approved Educational Software list, staff must submit an App and Educational Software Approval Form to the Technology Coordinator. Staff may not enter student data into unapproved tools while awaiting a decision. The Technology Coordinator will review the tool's Data Privacy Agreement. Staff will not include any student PII in any AI tools.
- **Instructional Clarity**: We will clearly communicate when AI is permitted (Green), permitted with conditions (Yellow), or prohibited (Red) for every assignment. Following these established guardrails help students and staff know exactly when and how to use AI.
- **Human-Centered Instruction**: We will use AI to enhance our teaching and provide better feedback, but we will never let it replace the vital "human interaction" that defines the MVCTC experience.
- **Modeling Integrity**: We will be transparent with students about our own use of AI in the classroom and the office.
- **What Must Be Clear Before You Start**: Consistent with our Student Handbook's emphasis on "responsible decision-making," it is the student's responsibility to check the "color" of the assignment before beginning. If an instructor has not specified a color, students should assume the assignment is **RED** until they receive clarification.

Our Commitment as Students

In line with our Student Handbook, students are expected to be "mature and responsible decision-makers." Regarding AI, students commit to:

- **Professional Honesty**: I will always disclose when I have used AI and will never present AI-generated work as my own original thought.
- **Critical Verification**: I will not follow AI blindly. I will check its work for "hallucinations" or bias, ensuring the final product meets the standards of my career program.
- **Respect for the Process**: I will follow the specific guardrails set by my instructors, recognizing that mastering foundational skills "by hand" is often necessary for professional safety and competence. These guardrails help my teachers and me to know exactly when and how to use AI.
- **What Must Be Clear Before You Start**: Consistent with our Student Handbook's emphasis on "responsible decision-making," it is the student's responsibility to check the "color" of the assignment before beginning. If an instructor has not specified a color, students should assume the assignment is **RED** until they receive clarification.
- **Identify & Safety**: I will not use AI to impersonate others, create deepfakes, or circumvent district security filters.

Our Commitment as Families and Community

We recognize that the educational process is "supported by parents" as a key partnership. We ask families to commit to:

- **Open Dialogue**: We will talk with our students about the ethical use of technology and encourage them to follow district guidelines.
- **Support for Learning**: We will emphasize that the *process* of learning and problem-solving is more important than simply using a tool to find a quick answer.
- **Partnering with MVCTC**: We will stay informed about district AI updates and share our feedback to help this handbook evolve.

SECTION 5 — Guardrails for Responsible AI Use

To ensure that AI is used as a tool for empowerment rather than a replacement for thinking, MVCTC uses a "Traffic Light" system for assignments. These guardrails help students and staff know exactly when and how to use AI in a professional career-technical environment.

The MVCTC Guardrail Framework

GREEN: AI-Empowered (Full Use)

In "Green" scenarios, AI is encouraged as a primary tool to enhance productivity and simulate modern industry workflows.

- **Purpose:** To teach students how to leverage AI to solve complex problems or brainstorm at an industry-standard pace.
- **Examples:** Using AI to generate initial code for a software project, brainstorming marketing campaign slogans, or using AI-driven diagnostic tools in automotive or healthcare simulations.
- **Requirement:** Students must still review the output for accuracy and bias (Human-in-the-Loop).

YELLOW: AI-Assisted (Limited Use)

In "Yellow" scenarios, AI is permitted only for specific parts of a task or under clearly defined conditions set by the instructor.

- **Purpose:** To support the learning process without bypassing the "heavy lifting" of critical thinking.
- **Examples:** Using AI only to help outline a technical report, using it to explain a difficult concept, image generation, or using it to debug a specific error in a project that the student has already attempted to fix.
- **Requirement:** Students must **disclose** their use of AI, often by including their prompts or explaining how the AI contributed to the final result.

RED: Human-Only (No AI)

In "Red" scenarios, the use of AI is strictly prohibited. These tasks focus on foundational skills that must be mastered "by hand" to ensure professional safety, competence, and certification.

- **Purpose:** To protect authentic learning and ensure students possess the manual and mental skills required by their trade.
- **Examples:** High-stakes certification exams, foundational math or measurement tasks in construction or precision machining, and initial creative drafting where

personal voice and hands-on skills are being assessed. (see Sec. 4 Identify & Safety)

- **Requirement:** All work must be the student's original, unassisted effort.

Suggested Resource - Stop Lite extension for use with Google Classroom assignments.

What Must Be Clear Before You Start

Consistent with our Student Handbook's emphasis on "responsible decision-making," it is the student's responsibility to check the "color" of the assignment before beginning. If an instructor has not specified a color, students should assume the assignment is **RED** until they receive clarification.

SECTION 6 — Academic Integrity, Transparency, and Disclosure

At MVCTC, we believe that "high expectations are the foundation of high achievement." In a world where AI can generate text, code, and images in seconds, maintaining academic integrity is more important than ever. It is not just about following rules; it is about protecting the value of your MVCTC credentials and ensuring you are truly ready for the workforce.

The Standard of Professional Integrity

Consistent with our Student Handbook, students are expected to accept responsibility for their actions. In the context of AI, this means:

- **Authorship:** You are the author of your work. While AI can be a tool, the final product must reflect your own understanding, technical skill, and professional judgment.
- **Verification:** You are responsible for the accuracy of your work. Because AI can "hallucinate" (fabricate facts), submitting AI-generated errors is considered a failure of professional due diligence.
- **Transparency:** Using AI in secret is a violation of trust. Professionalism requires being open about the tools you use and how you use them.

Disclosure: Making Your Process Visible

Whenever an assignment is designated as **YELLOW** (AI-Assisted) or **GREEN** (AI-Enabled), students must disclose the use of AI. Disclosure is not a confession of a mistake; it is a professional record of your workflow.

Ways Instructors May Ask Students to Disclose Their Use of AI at MVCTC:

- **The "What" and "How":** State which AI tool was used (e.g., Adobe Firefly, ChatGPT, Google Gemini, MagicSchool AI, Microsoft Copilot) and specifically what it did (e.g., "AI used to generate initial outline," or "AI used to troubleshoot line 42 of the code").
- **The Prompt Record:** For significant AI assistance, instructors may ask you to include the "prompts" you used to show how you guided the technology.
- **The Human Contribution:** Briefly explain what *you* did to verify, edit, or improve the AI's output to make it your own.

Our Stance on AI Detection Tools

We recognize that many "AI Detectors" currently available are unreliable and can produce false positives. **MVCTC does <u>not</u> use automated detectors to determine academic dishonesty.**

Instead, we prioritize:

1. **Professional Dialogue:** If a teacher has a concern, they will start with a conversation to understand your process.
2. **Demonstrated Skill:** You may be asked to demonstrate a skill or explain your logic "in person" to verify your mastery.
3. **Process Over Product:** We value the drafts, notes, and lab steps that lead to the final result.

When Expectations Are Violated

If a student uses AI on a **RED** (Human-Only) assignment, or fails to disclose AI use on a **YELLOW** or **GREEN** assignment, it may be treated as a violation of the Academic Dishonesty policy as outlined in the Student Handbook.

SECTION 7 — Teaching, Learning, and Assessment in an AI-Enabled World

At MVCTC, we believe that true expertise comes from a combination of foundational knowledge and hands-on experience. As AI becomes a standard tool in the professional world, our approach to teaching and assessment must ensure that students remain the masters of their craft, not just operators of software.

The Role of the Teacher: The Master Craftsperson

In an AI-enabled classroom, the teacher's role is more vital than ever. While AI can provide data or generate drafts, our instructors provide the **mentorship, industry context, and ethical guidance** that technology cannot.

- **Human-in-the-Loop:** Consistent with Board policy, our teachers remain the primary evaluators of student progress. AI may assist in providing quick feedback, but a human instructor makes the final determination on a student's technical readiness.
- **Modeling Professionalism:** Teachers will model how to use AI effectively and ethically within their specific career fields, showing students where AI adds value and where it falls short.

Protecting Authentic Thinking and Skill

We are committed to protecting the "authentic thinking" that leads to true mastery. Our instructional approach balances innovation with the need for rigorous, unassisted skill development.

- **Process Over Product:** We value the steps you take to reach a solution. Assessments will often focus on the "lab work," the sketches, the logic, and the troubleshooting—not just the final answer.
- **The "Why" Before the "AI":** Before using AI to solve a problem, students must demonstrate that they understand the underlying principles. You must know how to calculate a measurement or diagnose a mechanical failure "manually" before using an automated tool to speed up the process.
- **Rigor and Work Ethic:** As noted in our handbook, "high achievement" requires high expectations. AI will not be used to bypass the hard work necessary to earn industry credentials or certifications.

Assessment in the Age of AI

To ensure that an MVCTC certificate remains a trusted signal to employers, we are evolving how we assess learning:

- **In-Person Performance:** Assessments will remain **RED** (Human-Only) and will be conducted in a controlled lab or classroom environment to verify individual competence unless otherwise noted by the teacher or industry.
- **Oral Defense and Demonstrations:** Students may be asked to explain their reasoning or "defend" their work orally. If you used AI to help create a project, you must be able to explain every part of that project as if you created it from scratch.
- **Personalization, Not Shortcuts:** We may use AI to provide personalized practice or to help students overcome learning hurdles, but the final assessment of mastery will always be a human-led process.

The Human Advantage

Technology changes every few months, but the ability to think critically, communicate clearly, and work ethically are skills that last a lifetime. Our goal is to ensure that every MVCTC graduate possesses the "Human Advantage"—the technical skill to use the latest tools and the wisdom to know when to put them aside.

SECTION 8 — Role-Based Guidance for Leaders, Educators, Students, and Families

At MVCTC, the successful and ethical use of AI is a shared responsibility. While our goals are the same—career readiness and technical excellence—the way we interact with AI differs based on our roles.

For Leaders: The Operational Steward

District and building leaders ensure that the environment remains safe, equitable, and aligned with District goals.

- **Prioritize Privacy:** Only approve tools that have undergone a rigorous data privacy review, ensuring student information remains protected.
- **Provide Resources:** Ensure staff have the professional development and time needed to stay ahead of industry trends involving AI.
- **Monitor Impact:** Regularly review how AI is affecting student achievement and career placement, adjusting district strategy as needed to keep "human interaction" at the center.

For Educators: The Instructional Lead

Teachers are the experts who define how technology fits into a specific trade or craft.

- **Set Clear Expectations:** Label every assignment with a **Red, Yellow, or Green** light. Don’t leave students guessing.
- **Focus on Feedback:** Use AI to help provide faster, more personalized feedback, but ensure you remain the "human-in-the-loop" for all final grading and assessment.
- **Adapt and Pivot:** If you notice AI is making a specific assignment too easy to bypass, work with your satellite or campus peers to shift the focus to in-person, hands-on demonstrations.
- **Industry Partnerships**: Continue communication with industry partners on the appropriate use of AI in each career field.

For Students: The Responsible Decision-Maker

As a student, you are the "pilot" of your learning. AI should be used to assist your journey, not to replace the work.

- **Be a Skeptic:** Never assume AI is 100% accurate. Always verify facts, code, and measurements against your textbooks, industry manuals, and teacher instructions.
- **Practice Transparency:** Follow the **Red/Yellow/Green** guardrails for every task. If you use AI, disclose it as instructed by the teacher.

- **Protect Your Future:** Remember that industry certifications require *your* knowledge. Don't use AI as a shortcut for skills you will need to perform safely on a job site.

For Families: The Supportive Partner

Families play a critical role in helping students navigate the ethics of new technology.

- **Encourage the Process:** Ask your student *how* they are using AI. Focus on whether it helps them understand a concept better or just helps them finish faster.
- **Reinforce Integrity:** Support the district's academic dishonesty policies. Help your student understand that technical mastery is the goal, not just the grade.
- **Stay Informed:** Review the AI glossary and guardrails in this handbook so you can help your student make "responsible decisions" at home.

SECTION 9 — Response Protocol When AI Expectations Are Unclear or Violated

At MVCTC, we view the responsible use of AI as a professional skill. Just as a student might receive a correction in a lab for using a piece of equipment incorrectly, our response to AI concerns is rooted in instruction and career readiness.

Our Approach: Conversation and Counsel

Consistent with our Student Handbook, the school provides "advice, counsel, and supervision" as students progress toward becoming mature decision-makers. When a question arises regarding AI use, we follow a tiered response protocol.

Step 1: The Professional Conversation

If an instructor notices work that does not align with a student's known "voice" or technical level, the first step is a 1-on-1 conversation.

- **Goal:** To understand the student's process.
- **Questions:** The teacher may ask the student to explain their logic, demonstrate the skill "live," or share the prompts used to generate the work.
- **Outcome:** If the student was simply confused by the guardrails, this is a "teachable moment" to clarify expectations for the future.

Step 2: Verification of Mastery

If the conversation does not clarify the student's original contribution, the student may be asked to complete an alternative assessment in a **RED** (Human-Only) environment.

- This ensures the student actually possesses the foundational skills required for their career program, regardless of how the initial assignment was completed.

Step 3: Formal Review and Documentation

If it is determined that a student intentionally bypassed a **RED** guardrail or failed to disclose AI use on a **YELLOW** assignment to gain an unfair advantage, the situation will be treated as a violation of Academic Dishonesty.

- **Alignment:** Action will be taken in accordance with the "Student Conduct" and "Academic Dishonesty" sections of the Student Handbook.
- **Communication:** Parents will be contacted to discuss the importance of professional honesty in the student's chosen career field.

Gray Areas and Unclear Expectations

Because AI technology is moving fast, there may be times when the "right" use is unclear.

- **The "Assume Red" Rule:** As stated in Section 5, if a student is unsure if AI is allowed, they must ask the instructor *before* using the tool.
- **Collaborative Resolution:** If an instructor and student disagree on whether a specific use was "ethical," the Principal will review the case, keeping the district's "human-centered" policy at the forefront.

Protecting the Professional Community

The goal of this protocol is to maintain the integrity of an MVCTC certificate. When every student follows the rules, the "MVCTC Brand" remains strong, ensuring that employers can trust the skills of every graduate they hire.

SECTION 10 — Commitment to Continued Dialogue

At MVCTC, we believe that transparency is a sign of professional strength. Because AI technology is evolving rapidly, there are several areas where we have not yet arrived at a final answer. We are committed to working through these "gray areas" in partnership with our students, staff, and industry partners.

Balancing Efficiency with Mastery

One of our primary tensions is determining the exact point where AI stops being a "helpful tool" and starts eroding the "technical mastery" required for professional excellence.

The Evolving Nature of Industry Standards

As our industry partners (in fields ranging from Precision Machining to Healthcare) adopt AI at different speeds, MVCTC must stay aligned with their expectations.

AI and Intellectual Property

The legal landscape regarding who "owns" AI-generated content—especially in our creative and technical design programs—is still being settled at the national level.

Equity and Access

Consistent with our mission to provide a "quality education for all," we must ensure that AI does not create a new "digital divide."

The Future of "Human-in-the-Loop"

While our policy requires human review for all AI-driven decisions, the volume of AI-generated content is increasing.

SECTION 11 — How We Will Learn, Review, and Grow

At MVCTC, we recognize that the arrival of Artificial Intelligence is not a single event, but an ongoing shift in how the world works. As stated in our Board policy, we are committed to a "balanced, people-centered approach." To maintain that balance, this handbook will serve as a living document—evolving alongside technology and industry standards.

A Commitment to Continuous Learning

We believe that "high expectations" apply to the district as much as they do to our students. We commit to:

- **Ongoing Staff Training:** We will provide educators with regular professional development to ensure they remain the "master craftspeople" of their labs, even as AI tools change.
- **Student Literacy:** We will continue to integrate AI literacy into our curriculum, ensuring students graduate not just knowing how to use tools, but understanding the ethics, risks, and opportunities behind them.
- **Industry Alignment:** We will regularly consult with our industry partners to ensure our classroom guardrails match the real-world expectations of the modern workforce.

The Review Process

To ensure this handbook remains relevant and effective, MVCTC will implement a structured review cycle:

- **Annual Refinement:** This handbook will be reviewed yearly by MVCTC, and updates will be made as needed. When significant changes are made to the handbook, we will disclose these changes to all stakeholders.
- **Policy Sync:** We will ensure that as Board policies or Student Handbook rules are updated, this handbook remains aligned with our district's legal and operational standards.

MVCTC AI Handbook Assistant

This assistant helps students, staff, families, and community members understand and navigate the MVCTC AI Handbook. It answers questions using only the handbook content and provides a direct link to the official suggestion form when the handbook does not fully address a question. The assistant does not provide advice, approvals, or interpretations beyond what is written in the handbook.