

ARTIFICIAL INTELLIGENCE

The use of artificial intelligence (AI) has permeated aspects of everyday life, including school district operations. AI is often embedded into commonly used software such as email spam filters, navigation apps, search engines, speech recorders, spelling and grammar checkers, and word processing auto-complete suggestions. Generative artificial intelligence is a type of AI technology that can quickly generate large amounts of high-quality, convincingly authentic, human-like content, such as language, computer code, data analysis, images, video, and audio, in response to a prompt, based on data that it was trained on.

The widespread availability and use of generative artificial intelligence (GenAI) presents both challenges and opportunities for the district. To improve student learning and district operations, care must be taken to address and mitigate the challenges and maximize the opportunities.

I. Acknowledgements

The district acknowledges that many students are able to access GenAI outside of school and might be able to use GenAI to complete school assignments. The district also acknowledges not all students are able or willing to do so, and should not be penalized for not using GenAI.

The district further acknowledges that the tools to detect the use of GenAI accurately, consistently and fairly may not be available, may quickly become obsolete, or may be biased against English Language Learners.

The district also acknowledges that the data used to train GenAI models is not usually made public, may be biased, and may violate copyright laws. The output generated by GenAI may be biased, wrong, or violate copyright laws.

II. Overall Expectations

All district policies and regulations apply to the use of GenAI, and GenAI may not be used to violate or circumvent district policies and regulations. The district's existing policies on acceptable use of computers (4526 and 8630) and student Code of Conduct, including academic honesty (5300) apply to student use of GenAI. Additionally, the following guidelines are in place:

- a. The Board supports the collaborative development of guidelines for responsible, safe, and effective use of GenAI as it relates to the curriculum as well as life outside of or beyond school.
- b. Use of AI is intended as a tool to increase teacher effectiveness, not reduce the role of the teacher.
- c. The Board respects the professional capacity of the instructional staff to assign work that is less susceptible to student use of GenAI that circumvents learning, and to allow for multiple methods for students to demonstrate competence and understanding.
- d. Instructional staff must be clear about their expectations for student use of GenAI in assignments. Staff who suspect a student has not done an assignment on their own can request that the student demonstrate their knowledge of the material in other ways, to the same extent they did prior to the availability of GenAI tools.

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Staff must also be mindful that some GenAI tools are free and others are not, that some GenAI tools are not permitted to be used by those under certain ages, or require parent permission, and that some students and/or parents may not wish to use GenAI tools or input their work into them.

III. AI Tool Approval and Review

All instructional staff requests to use software/tools containing AI must be submitted to the Director of Technology through their building administrator including the intended reasons for and uses of the software/tool. The Director of Technology is responsible for reviewing and approving any software containing AI, in consultation with the Data Protection Officer, to ensure they are compliant with the law and district policies.

The Director of Technology will document the decisions that have been made to evaluate and approve AI software/tools. The Director of Technology will periodically review the AI tools in use in the district for continued compliance with the law and district policies.

IV. Acceptable and Prohibited Uses of Artificial Intelligence

All individuals must use AI tools in a responsible way for educational and professional purposes. The district establishes the following rules for use of AI:

1. Employees may utilize AI tools, consistent with this policy and the district's Acceptable Use of Computers policy(ies), to complement and/or improve teaching or work output. AI tools may be used to assist staff with drafting, organizing, analyzing, and/or suggesting content.
2. All users remain responsible for all work they produce, and any errors it may contain, and must always review any work generated by AI tools.
3. AI tools may be used to support teaching, learning, and operations, but it may not replace professional judgment, instructional decision-making, or meaningful student-teacher interaction.
4. Any district approved, provided or designated AI tools are the only ones that may be used for district, employment, or school-related purposes.
5. Students must cite any AI sources they use as required by their classroom teacher; staff must be able to cite AI sources when requested by their supervisor.

The following uses of AI are prohibited:

1. Users may not use AI tools to conduct or assist with actions prohibited by the Code of Conduct or handbooks, or to violate or circumvent district policies.

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2. Users may not use the district's approved AI tools, or use AI tools with district technology or networks, to access, create, distribute, or display content that is harmful, deceptive, threatening, obscene, disruptive, or sexually explicit, or that is harassment of others, in violation of district policies, or interact with the AI in a manner that supports any of the above. This includes "deepfakes" where an image, video, or audio is generated of an individual, particularly to make it appear as though that person did or said something they did not.
3. Individuals are reminded that the display or distribution within the school community of content listed in #2 above, when created (by them or others) on non-district technology or networks, may result in disciplinary consequences consistent with law, district policy, and collective bargaining agreements. Disciplinary consequences may result if the content is used to harass or threaten others, or if it creates or would foreseeably create a risk of substantial disruption to the school environment. Additionally for employees, consequences may result if their actions undermine their trust or authority, conflict with professional ethical standards, impair the district's mission, or damage public confidence. The district also notes that non-consensual distribution of intimate images is a Class A Misdemeanor under Penal Law §245.15. The district may consult with legal counsel for guidance as needed.

V. Data Privacy and Restrictions on Entering Information into AI Tools

Any use of AI in schools, on school networks/computers, or for school purposes must be compliant with state laws and regulations whenever sensitive information is entered into AI tools, including under third-party agreements. Staff must consult with the district's Data Protection Officer to determine compliance with Education Law §2-d.

Because any information used as input in AI tools may be used by that system and potentially made available to other users of the system, district users must not input any personally identifying, sensitive, copyrighted, proprietary, or confidential district information ~~into an AI tool which can be used by the public~~ consistent with applicable state and federal laws and district policies, including but not limited to the following:

- a. Student information: anything that would be protected by FERPA (see policy 5500 and regulation 5500-R) or Education Law 2-d (see policy 8635 and regulation 8365-R).
- b. Staff information: anything that would be protected by Education Law 2-d or Labor Law 203-d (see policy 8635 and regulation 8365-R), or other confidential personnel information.
- c. School district information: anything that would be withheld from a Freedom of Information Law (FOIL) request (see policy 1120 and regulation 1120-R), or private information under State Technology Law §208 which would require notification in the event of a breach.

Additionally, users of GenAI must exercise caution before inputting any work created by district students or employees. In addition to the above safety and privacy concerns, users must avoid violating copyright protections.

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VI. Human Oversight of Artificial Intelligence

Where not prohibited by law (see section VII below), AI tools may be used to enhance analysis and decision-making by district employees and/or contractors; however, AI may never be used as a substitute for human judgment; a human must always review the recommendations and make the final decision. Where AI is used to aid in decision-making by district employees or contractors, users must document the use of AI. Matters regarding student discipline, grading/assessments, special education decisions, personnel matters, and public-facing district communication are especially sensitive and require human judgement.

VII. Prohibitions Regarding Use of AI in Employment

As required by law, the district's use of Artificial Intelligence Systems must not:

- a. Affect the existing rights of district employees under an existing collective bargaining agreement;
- b. Affect the existing representational relationships among employee organizations, or bargaining relationships between the district and employee organizations;
- c. Result in the discharge, displacement, or loss of position of an employee, including partial displacement such as a reduction in non-overtime work, wages, or benefits; or result in the impairment of existing collective bargaining agreements;
- d. Result in the transfer of existing duties and functions currently performed by district employees to an AI system.

"Artificial intelligence systems" is defined in State Technology Law §103-e as a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments that, when used, may "directly impact the public." Artificial intelligence systems use machine- and human-based inputs to perceive real and virtual environments, abstract such perceptions into models through analysis in an automated manner, and use model inference to formulate options for information or action. This includes but is not limited to systems that use machine learning, large language model, natural language processing, and computer vision technologies, including generative artificial intelligence. This does not include basic calculations, basic automation, or pre-recorded rule-based conditional logic response systems with predefined triggers that automatically initiate predetermined actions, such as If This Then That (IFTT) systems.

"Directly impact the public" is defined in State Technology Law §103-e as when the use of an artificial intelligence system would control, have a material impact on, or meaningfully influence the outcome of activities that impact the safety, welfare, or rights of the public. Such activities include but are not limited to assessments or decisions about individuals including in law enforcement, hiring and employment, financial, educational, or healthcare contexts, decisions regarding access to or eligibility for government benefits or about child welfare, or the functioning of emergency services or critical infrastructure.

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VIII. Disclosure of AI Use

As required by State Technology Law §402, the district will, to the extent feasible, publish a list of the automated employment decision-making tools the district uses, and update it by December 30 annually.

“Automated employment decision-making tools” are defined in State Technology Law §401 as “any software that uses algorithms, computational models, or artificial intelligence techniques, or a combination thereof, to materially automate or replace human decision-making regarding employment, including but not limited to wages and other compensation, hiring, selection for recruitment, discipline, promotion, and termination.” Such tools do not include software used primarily for basic computerized processes, such as calculators, spellcheck tools, autocorrect functions, spreadsheets, electronic communications, or any tool that relates only to internal management affairs such as ordering office supplies or processing payments, and that do not materially affect the rights, liberties, benefits, safety or welfare of any individual within the state.

The disclosure will include, to the extent feasible:

- a. A description of the tools used by the district;
- b. The date the district started using the tools;
- c. A summary of the purpose and use of the tools; and
- d. Any other information the district deems relevant.

Additionally, while not required by law, to the extent possible, the district will also inform stakeholders of the district’s practices for the use of artificial intelligence tools.

IX. Training

The district will provide students and staff with training on any AI tools that the district has made available to them and allows or expects them to use. This training will include how to use such tools, as well as expectations regarding acceptable and prohibited uses, including data privacy.

Cross-ref:

0115, Student Harassment and Bullying Prevention and Intervention
1120, School District Records
4526, Computer Use in Instruction
4526.1, Internet Safety
5300, Code of Conduct
5500, Student Records
8630, Computer Resources and Data Management
8635, Information and Data Privacy, Security, Breach and Notification
8650, School District Compliance with Copyright Law

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Ref:

Family Educational Rights and Privacy Act, as amended, 20 USC 1232g; 34 CFR Part 99

Public Officers Law §84 et seq. (Freedom of Information Law)

Education Law §§2-d; 2510(4); 2585(5); 2588(9); 3013(4)

Civil Service Law §80(10)

Labor Law §203-d

State Technology Law §§103-a; 208; 401; 402

8 NYCRR Part 121

Appeal of P.M. and E.M., 64 EDR Dec. No. 18,549 (2025)

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