

MANSFIELD TOWNSHIP SCHOOL DISTRICT



ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI) IMPLEMENTATION PLAN

2026-2027 School Year

Mansfield Township School District

50 Port Murray Road

Port Murray, New Jersey 07865**Adoption Document:**

Acceptable Use of Generative Artificial Intelligence (AI) Implementation Framework

Governing Policy:

Board Policy 2365- Acceptable Use of Generative Artificial Intelligence (AI)

Effective School Year: 2026-2027

TABLE OF CONTENTS

ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI) IMPLEMENTATION PLAN.....	1
2026-2027 School Year.....	1
SECTION 1: PURPOSE.....	7
SECTION 1A: DEFINITIONS.....	7
SECTION 2: AUTHORIZATION OF AI USE.....	8
PreK-Grade 2.....	8
Grades 3-4.....	8
Grades 5-6.....	8
SECTION 2A: STAFF USE OF GENERATIVE ARTIFICIAL INTELLIGENCE.....	9
responsibilities of certificated and non-certificated staff.....	9
Approved Platforms.....	9
Confidentiality and Data Protection.....	10
Professional Responsibility.....	10
Prohibited Uses.....	11
Superintendent Approval.....	11
SECTION 3: GOVERNANCE AND OVERSIGHT.....	12
SECTION 4: AI PLATFORM APPROVAL PROCESS.....	12
SECTION 5: PARENT NOTIFICATION AND CONSENT.....	13
SECTION 6: STUDENT EXPECTATIONS AND PROHIBITED USES.....	13
SECTION 7: ACADEMIC INTEGRITY.....	13
SECTION 8: COPYRIGHT AND INTELLECTUAL PROPERTY.....	14
SECTION 9: STUDENT AND STAFF PRIVACY AND DATA PROTECTION.....	14
SECTION 10: SPECIAL EDUCATION AND ACCESSIBILITY.....	14
SECTION 11: INCIDENT RESPONSE.....	15
SECTION 12: PROFESSIONAL DEVELOPMENT.....	15
SECTION 13: ANNUAL REVIEW.....	16
ADMINISTRATIVE REGULATIONS.....	16
AI Platform Approval Process.....	17
ADMINISTRATIVE EXHIBITS.....	18
EXHIBIT A-1.....	18
Approved AI Platforms (Administrative List).....	18
EXHIBIT A-2.....	18
AI Platform Evaluation Rubric.....	18
EXHIBIT A-3.....	20
Student AI Citation & Disclosure Guide (K-6).....	20
Grades PreK-2.....	20

Required Student Acknowledgment.....	21
EXHIBIT A-4.....	21
Teacher AI Classroom Disclosure Template.....	22
Teachers shall identify the level of AI use permitted for each instructional activity.....	22
Student AI Access Level.....	22
Approved Student AI Purpose.....	22
AI Use Restrictions.....	22
Required Student Understanding.....	23

INTRODUCTION

- The Mansfield Township School District recognizes that Artificial Intelligence (AI) is becoming an increasingly important technology that students will encounter throughout their education and future careers. At the same time, the District believes that elementary education is the critical period for developing foundational literacy, mathematics, communication, creativity, curiosity, perseverance, and critical thinking.
- The District adopts a Human Intelligence First philosophy. Students learn best through authentic experiences, productive struggle, direct instruction, collaboration, discussion, hands-on learning, and independent thinking. AI is intended to support instruction, not replace the thinking and learning that students must do themselves.
- Because Mansfield Township School District serves students in PreK through Grade 6, student exposure to AI will be intentionally limited, developmentally appropriate, and introduced gradually. The youngest learners will focus almost exclusively on developing foundational academic and social skills before interacting with AI technologies.

This Implementation Framework establishes procedures for responsible, ethical, and age-appropriate AI use while protecting student privacy, maintaining academic integrity, and ensuring that AI remains a carefully managed instructional support.

This framework ensures compliance with Board Policy 2365 while maintaining flexibility for evolving technology and instructional needs, while maintaining Mansfield's core mission.

SECTION 1: PURPOSE

The District is committed to:

- placing human thinking and authentic learning at the center of every classroom;
- developing strong foundational literacy, writing, mathematics, communication, and problem-solving skills before introducing AI tools;
- ensuring AI supplements—but never replaces—teacher instruction or student thinking;
- protecting student privacy and data security;
- maintaining academic integrity;
- preparing students to become responsible, ethical, and informed users of emerging technologies.

SECTION 1A: DEFINITIONS

Generative Artificial Intelligence (AI): Computer systems capable of producing original text, images, audio, video, code, or other content in response to user prompts.

Teacher-Directed AI Use: AI activities specifically assigned or supervised by a teacher.

Approved AI Platform: An AI tool listed on Administrative Exhibit A-1 that has completed the District review process.

AI-Assisted Work: Student work in which AI contributed ideas, organization, revision, or feedback while the student maintained responsibility for the final product.

SECTION 2: AUTHORIZATION OF AI USE

The Mansfield Township School District adopts a **Human Intelligence First** approach to Artificial Intelligence.

Student access to AI shall increase gradually according to developmental readiness. The District's expectation is that students first master foundational academic skills before using generative AI as a learning support.

PreK-Grade 2

Student use of generative AI is **not part of the instructional program**.

Students shall not independently access or interact with generative AI platforms for assignments, projects, homework, or classroom activities.

Teachers may:

- use approved AI to develop instructional materials;
- demonstrate AI briefly for educational awareness;
- introduce age-appropriate discussions about what AI is.

Students are expected to complete all work using their own thinking, language, and creativity.

Grades 3-4

Student use of generative AI is **not permitted for independent academic use**. Students shall not independently access, prompt, or use generative AI platforms for assignments, projects, homework, research, or other classroom activities.

Teachers may conduct occasional demonstrations or supervised digital literacy lessons introducing:

- what AI is;
- how AI works;

- why AI sometimes produces incorrect information;
- responsible technology use.

Students shall not use AI to generate assignments or complete academic work.

Grades 5-6

Students may participate in introductory AI learning experiences only when specifically authorized by the classroom teacher.

Permitted uses include:

- brainstorming;
- questioning;
- organization;
- revision support;
- learning about AI itself.

AI shall not complete student work.

Teachers determine whether AI is appropriate for any lesson.

SECTION 2A: STAFF USE OF GENERATIVE ARTIFICIAL INTELLIGENCE

The Mansfield Township School District recognizes that Artificial Intelligence (AI) may enhance professional productivity and support instructional planning when used responsibly, ethically, and in compliance with applicable laws and Board policy. Staff members remain professionally responsible for all work product created with the assistance of AI.

The use of AI by employees shall never replace the expertise, decision-making, or responsibilities of certificated and non-certificated staff.

Approved Platforms

District employees shall use only AI platforms that have been reviewed and approved by the Superintendent or designee and are listed on Administrative Exhibit A-1 when conducting District business or creating materials intended for instructional or operational purposes.

The use of any AI platform not included on the District's Approved AI Platform List is prohibited unless prior written approval is granted by the Superintendent or designee following the District's AI Platform Approval Process.

Employees shall not create District accounts or subscribe to AI platforms for instructional or operational purposes without prior administrative approval.

Approval of an AI platform for instructional use shall not be construed as authorization for unrestricted use. The Superintendent or designee may establish grade-level restrictions, user limitations, permitted instructional purposes, or other conditions of use. The Superintendent or designee may suspend or revoke approval of any AI platform at any time without Board action if continued use presents concerns related to student safety, privacy, instructional effectiveness, legal compliance, or cybersecurity.

Confidentiality and Data Protection

Under no circumstances shall employees enter, upload, transmit, or otherwise disclose confidential, personally identifiable, or protected information into any AI platform unless specifically authorized by law, approved by the Superintendent or designee, and supported by an executed data privacy agreement when applicable.

Prohibited information includes, but is not limited to:

- student names or initials;
- student identification numbers;
- dates of birth;
- addresses;
- parent or guardian names and contact information;
- grades or assessment results;
- attendance records;
- discipline records;
- health or medical information;
- disability classifications;
- Individualized Education Programs (IEPs);
- Section 504 Plans;
- evaluations, reports, or confidential Child Study Team documents;
- counseling records;
- photographs or videos of students;
- employee personnel information;
- confidential Board or administrative documents;
- passwords, usernames, or system credentials;
- any information protected under FERPA, IDEA, HIPAA, OPRA exemptions, or other applicable federal or state law.

Staff members remain personally responsible for ensuring that confidential information is protected at all times.

Professional Responsibility

Employees using AI remain fully responsible for the accuracy, legality, quality, and appropriateness of all materials they create, distribute, or publish.

AI-generated content shall be:

- reviewed for accuracy;
- edited by the employee;
- verified against reliable sources when factual information is presented;
- evaluated for bias, misinformation, inappropriate content, and copyright concerns before use.

Employees shall not rely upon AI-generated content as the sole source of instructional, legal, disciplinary, evaluative, or administrative decision-making.

Prohibited Uses

Employees shall not use AI to:

- generate Individualized Education Programs (IEPs), eligibility determinations, evaluation reports, psychological reports, or other legally required educational records;
- make personnel decisions or recommendations;
- create disciplinary findings without independent professional review;
- generate confidential parent communications using identifiable student information;
- upload confidential District documents;
- circumvent District technology security measures;
- create misleading, deceptive, discriminatory, or inappropriate content;
- represent AI-generated content as professional work without appropriate review and modification.

Superintendent Approval

Any proposed instructional, operational, or administrative use of an AI platform that is not included on Administrative Exhibit A-1 shall require prior written approval from the Superintendent or designee before implementation.

Requests for approval shall be submitted using the District's AI Platform Approval Process and shall include consideration of:

- instructional value;
- privacy protections;
- FERPA and COPPA compliance;
- data security;
- vendor transparency;
- accessibility;
- age appropriateness;
- cybersecurity risks;
- contractual terms and data retention practices.

The Superintendent or designee may approve, deny, suspend, or revoke authorization for any AI platform at any time if continued use is determined to present instructional, legal, privacy, security, or operational concerns.

Employees who violate these provisions may be subject to disciplinary action consistent with Board policy, applicable collective bargaining agreements, and state law.

SECTION 3: GOVERNANCE AND OVERSIGHT

The Superintendent or designee shall oversee implementation of this framework.

An AI Coordinator and/or Technology Department representative may be designated to:

- Evaluate AI platforms
- Maintain Administrative Exhibit A-1
- Monitor implementation
- Provide staff support and training
- Conduct annual review of AI practices

SECTION 4: AI PLATFORM APPROVAL PROCESS

Only AI platforms listed on **Administrative Exhibit A-1** may be used for instructional purposes.

Inclusion on the Approved AI Platform List authorizes instructional use but does not require teachers to use any specific AI platform.

Platforms are evaluated using:

- Privacy protections
- Data security standards
- Instructional value
- Age appropriateness

- Accessibility features
- Bias and safety safeguards
- Vendor transparency

Approval and removal of platforms is an **administrative function** and does not require Board action.

SECTION 5: PARENT NOTIFICATION AND CONSENT

The District shall:

- Notify parents annually regarding instructional AI use
- Obtain consent for participation in AI-based instructional activities when required
- Provide opt-out options with alternative instruction

SECTION 6: STUDENT EXPECTATIONS AND PROHIBITED USES

Students shall NOT:

- Submit AI-generated work as their own
- Enter confidential or personal information into AI tools
- Use AI for cheating or academic dishonesty
- Harass, bully, or impersonate others
- Use non-approved AI platforms for assignments
- Create, alter, or distribute AI-generated images, audio, or video intended to deceive, embarrass, harass, impersonate, or harm others.

Students shall:

- Follow teacher instructions regarding AI use.
- Review AI-generated content for accuracy.
- Cite or disclose AI use when required.
- Use AI in ways that support learning rather than replace thinking.

Violations may result in disciplinary action under Board Policy 5600 and Policy 2361.

SECTION 7: ACADEMIC INTEGRITY

Appropriate AI use may vary by assignment and shall be determined by the classroom teacher.

Teachers shall use:

- In-class writing and conferencing
- Draft checkpoints
- Oral explanations
- Authentic assessments

AI detection tools shall NOT be the sole basis for disciplinary decisions.

SECTION 8: COPYRIGHT AND INTELLECTUAL PROPERTY

Students and staff shall:

- respect copyright laws
- verify ownership of AI-generated materials before publication
- avoid generating content that infringes on copyrighted works
- properly attribute sources when required

SECTION 9: STUDENT AND STAFF PRIVACY AND DATA PROTECTION

The following shall NEVER be entered into AI systems:

- | | |
|---|--|
| ● Student names | ● login credentials |
| ● Addresses | ● passwords |
| ● Birth dates | ● parent contact information |
| ● Student IDs | ● grades |
| ● Medical information | ● assessment data |
| ● IEP/504 information | ● photographs of students unless specifically approved |
| ● Disability classifications | ● confidential district documents |
| ● Behavioral records | |
| ● Confidential staff or student records | |

SECTION 10: SPECIAL EDUCATION AND ACCESSIBILITY

AI may be used to support:

- Text-to-speech
- Speech-to-text
- Reading support
- Organizational skills
- Accessibility accommodations

AI may NOT replace:

- Specially designed instruction
- Related services
- Professional judgment
- Legal or evaluative documentation (IEPs, reports, evaluations)

AI tools may supplement accommodations but shall not replace individualized decisions made by the IEP team.

SECTION 11: INCIDENT RESPONSE

In the event of AI misuse or data exposure, the District shall:

1. Contain the issue
2. Notify administration
3. Investigate impact
4. Notify families if required
5. Document findings
6. Implement corrective actions
7. Remove or disable access to the affected AI platform if necessary pending investigation.

SECTION 12: PROFESSIONAL DEVELOPMENT

The District shall provide annual training on:

- | | |
|------------------------------------|--------------------------------------|
| ● Responsible AI use | ● prompt engineering basics |
| ● Student privacy | ● identifying AI hallucinations |
| ● Academic integrity | ● verifying AI-generated information |
| ● Instructional applications of AI | ● bias awareness |
| ● Digital citizenship | ● copyright considerations |

SECTION 13: ANNUAL REVIEW

This Implementation Plan shall be reviewed annually and revised as needed by the Superintendent or designee.

ADMINISTRATIVE REGULATIONS

AI Platform Approval Process

(See full regulation attached as Administrative Regulation: AI Platform Approval Process)

Key provisions:

- Superintendent/designee holds approval authority
- AI Coordinator evaluates platforms
- Platforms are added to Exhibit A-1
- Pilot programs may be used for testing
- Platforms may be suspended or removed at any time

ADMINISTRATIVE EXHIBITS

EXHIBIT A-1

Approved AI Platforms (Administrative List)

Maintained by Superintendent or designee. Updated as needed.

Approved AI Platforms are limited to district-approved education versions, configurations, and accounts that have been reviewed for privacy, security, age appropriateness, instructional value, and compliance requirements. Approval does not authorize unrestricted use. Staff and students remain prohibited from entering confidential or personally identifiable information into any AI platform.

Includes platforms such as:

- Diffit (staff/student teacher-directed use)
- LinkIt Navi Platform
- Gemini NotebookLM (Staff use and limited student instructional use only when specifically authorized)
- Google Gemini for Education (District-enabled accounts only through Google Workspace for Education; access controlled by administration)
- Canva for Education AI Features (Teacher-directed use only; district education accounts only)
- Microsoft CoPilot (District-enabled accounts for administrative staff only)
- District-approved accessibility AI tools

Approval status may change based on updates to vendor privacy practices, security reviews, or changes to applicable law.

EXHIBIT A-2

AI Platform Evaluation Rubric

Criteria:

- Privacy & FERPA/COPPA compliance
- Data security
- Instructional value
- Academic integrity safeguards
- Accessibility & equity
- Bias & safety controls
- Vendor transparency
- Age appropriateness
- Vendor data retention practices

Rating system:

- Meets Standard
- Partially Meets Standard
- Does Not Meet Standard

Final outcome:

- Approved
- Approved with Conditions
- Not Approved
- Pilot Use Only

EXHIBIT A-3

Student AI Citation & Disclosure Guide (K-6)

Grades PreK-2

Student Understanding

"I learn by using my own ideas, my own words, and my own thinking every day."

Teacher Expectations

- Student use of generative AI is not part of the instructional program.
- Teachers may introduce what AI is through brief discussion or demonstration only.
- Students complete all classroom work independently without AI assistance.

Grades 3-4:

Student Understanding

"My teacher may teach me about AI, but I do not use AI on my own to complete my schoolwork. I use my own thinking, ideas, and problem-solving skills."

Teacher Expectations

- Students do not independently access or use generative AI tools for schoolwork.
- AI may be introduced through limited, teacher-directed lessons, demonstrations, or curriculum-based activities designed to help students understand AI and its appropriate use.
- Students do not use generative AI to generate assignments, written responses, projects, research, or other academic work.
- Any student interaction with AI must be specifically directed and supervised by the teacher as part of an approved instructional activity.

Teacher Reminder

"Students may learn about AI, but they should not use AI independently. At this stage, developing their own thinking, ideas, creativity, and problem-solving skills comes first."

Grades 5-6:

Student Understanding

"If my teacher gives permission, I may use AI to support my learning. My final work reflects my own ideas, my own understanding, and my own effort."

Teacher Expectations

- AI use is teacher-directed and limited to approved instructional activities.
- Students verify AI-generated information before using it.
- Students remain responsible for all submitted work.

Teacher Reminder

"AI can support your learning, but it should never replace your own thinking, creativity, or problem-solving."

Required Student Acknowledgment

(For teacher-approved AI activities only)

"I understand that I am responsible for my learning. Any AI I use must be approved by my teacher, and I must verify the accuracy of AI-generated information. My final work must reflect my own understanding and effort."

EXHIBIT A-4

Teacher AI Classroom Disclosure Template

Teachers shall identify the level of AI use permitted for each instructional activity.

Student AI Access Level

☐ No Student AI Permitted

Students will complete the activity using their own thinking, skills, and work without AI assistance.

☐ Teacher Demonstration Only

AI may be demonstrated by the teacher for instructional awareness or digital citizenship purposes. Students will not interact directly with AI.

☐ Limited Teacher-Directed Student AI Activity (Grades 5–6 Only)

Students may interact with an approved AI platform only under direct teacher supervision and only for the specific instructional purpose identified below.

Approved Student AI Purpose

(Complete only when limited student AI activity is permitted.)

☐ Understanding how AI works

☐ Brainstorming or generating questions

☐ Organization of ideas

☐ Teacher-approved revision support

☐ Evaluating AI-generated information

☐ Other Superintendent-approved instructional purpose: _____

AI Use Restrictions

Teachers shall ensure:

☐ Only District-approved AI platforms are used.

☐ AI use aligns with grade-level expectations established in the AI Implementation Framework.

☐ Students do not enter personal, confidential, or protected information into AI platforms.

☐ AI does not complete student work or replace student thinking.

☐ Students verify AI-generated information for accuracy.

☐ Students disclose AI use when required.

☐ Final work demonstrates the student's own understanding, effort, and learning.

Required Student Understanding

Students must understand:

AI is a tool that may support learning, but it does not replace my own thinking, creativity, problem-solving, or responsibility for my work.

This Implementation Framework, including all exhibits and administrative regulations, is hereby presented for adoption as the operational supplement to Board Policy 2365 – Acceptable Use of Generative Artificial Intelligence.

The Mansfield Township School District adopts a Human Intelligence First approach to Artificial Intelligence implementation. The District recognizes the potential instructional benefits of AI while prioritizing student privacy, academic integrity, cybersecurity, ethical use, and the preservation of authentic student learning experiences. AI shall be implemented cautiously, intentionally, and only when it provides a clear educational benefit that cannot be achieved as effectively through traditional instructional practices.

Student access to AI shall remain developmentally appropriate, limited, and teacher-directed, with increased access occurring only as students demonstrate the readiness to use these tools responsibly and critically. The District shall maintain a conservative and risk-averse approach to AI adoption, prioritizing the protection of students, staff, and district information over rapid implementation of emerging technologies.

Approval of this Framework authorizes the Superintendent or designee to implement, administer, monitor, and maintain all procedures, exhibits, approved platform lists, and related administrative processes consistent with Board Policy 2365. The Superintendent or designee shall retain authority to establish additional restrictions, suspend or discontinue AI tools or practices, and modify implementation procedures when necessary to address concerns related to student safety, privacy, security, instructional appropriateness, legal compliance, or evolving technological risks.

Prepared for:

Mansfield Township School District Board of Education

Submitted by:

Superintendent/Designee, Diana Mai

Signature: _____

Date: _____

Board Of Education President, Alison Lorentson

Signature: _____

Date: _____