Sec. 1. DEFINITIONS

1. "Artificial Intelligence ('AI')" means any of the following:

    a. Any artificial system that performs tasks under varying and unpredictable circumstances without significant human oversight, or that can learn from experience and improve performance when exposed to data sets.
    b. An artificial system developed in computer software, physical hardware, or other context that solves tasks requiring human-like perception, cognition, planning, learning, communication, or physical action.
    c. An artificial system designed to think or act like a human, including cognitive architectures and neural networks.
    d. A set of techniques, including machine learning, that is designed to approximate a cognitive task.
    e. An artificial system designed to act rationally, including an intelligent software agent or embodied robot that achieves goals using perception, planning, reasoning, learning, communicating, decision making, and acting.

2. "AI tool" means any application, website, internet web browser extension or add-on, or any other tool that uses AI, as defined above. Creating an unaltered recording of a meeting does not constitute use of an AI tool, though may be subject to other limitations under law and school policy.

3. "School-Related Meeting" means:

    a. Any meeting where any party or participant is an Academy of Accelerated Learning, Inc. employee, contractor, or Board member using technology or equipment (*e.g.* laptop, cell phone, tablet, etc.) owned, leased, or provided by Academy of Accelerated Learning, Inc..
    b. Any meeting where any party or participant is an Academy of Accelerated Learning, Inc. employee and school business is being discussed as part of the employee's official job duties, including but not limited to discussions of administrative, financial, operational, or instructional matters related to Academy of Accelerated Learning, Inc., regardless of whether the employee is using technology or equipment owned, leased, or provided by Academy of Accelerated Learning, Inc..

4. "Confidential Information" means any information made confidential by applicable law or Academy of Accelerated Learning, Inc. policy, including but not limited to information made confidential by Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C.

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§1232g, trade secrets, proprietary information, information in a document evaluating the performance of a teacher or administrator under Texas Education Code § 21.355 and other confidential personnel information, information protected by attorney-client privilege, and confidential information concerning school safety and security plans.

Sec. 2. PURPOSE

Academy of Accelerated Learning, Inc. recognizes that the proliferation of AI tools can offer a more convenient way to accomplish tasks that were once completed manually, including notetaking. However, using AI tools for notetaking during School-Related meetings where Confidential Information is discussed may create risk and potential legal exposure for Academy of Accelerated Learning, Inc., including but not limited to with respect to confidentiality concerns and concerns related to accuracy of AI-generated content where such content may be subject to parent review, public information requests, and/or documentation requests as part of legal proceedings.

Sec. 3. AI NOTETAKING TOOLS

a) AI Notetaking Tools Prohibited

Academy of Accelerated Learning, Inc. employees may not use an AI tool to take notes, generate a transcript or summary, or otherwise create a written account of a School-Related Meeting where Confidential Information is discussed and/or Confidential Information would be reflected in any resulting notes, transcripts, summaries, or written accounts unless the AI tool has been expressly approved for that purpose by Academy of Accelerated Learning, Inc..

This Policy does not prohibit the use of live closed captioning during meetings for accessibility purposes.

b) Notification

If an Academy of Accelerated Learning, Inc. employee discovers that they inadvertently used an AI tool in violation of this Policy, the employee shall immediately notify the District Technology Administrator at nhenriquez@aalinc.org or 713-668-8237.

Sec. 4. OTHER AI TOOLS

Academy of Accelerated Learning, Inc. employees may not input Confidential Information obtained in the course of their employment with Academy of Accelerated Learning, Inc. into any

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AI tool unless the AI tool has been expressly approved for that purpose by Academy of Accelerated Learning, Inc..

Sec. 5. SANCTIONS

Employees who knowingly and willfully violate this Policy shall be subject to discipline, up to and including termination.

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