



Policy 625: Responsible Use of AI

From Policy to Practice

OCTOBER 8, 2026



Three documents, three jobs



POLICY 625

Board Approved

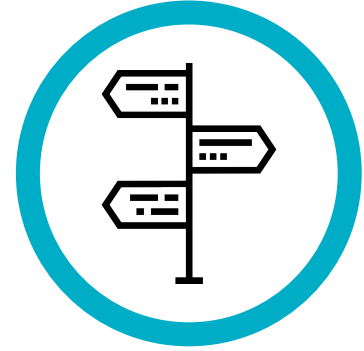
Sets the what and **WHY**: values, guardrails, and accountability.



625 PROCEDURES

Administration Owns

Spells out **HOW** staff apply the policy day to day.



STAFF GUIDANCE

Teacher Use

The **PRACTICE** of the H-AI-H model, AI Use Matrix, and AI Literacy.

Purpose

AI AS A SUPPLEMENTAL TOOL

Staff may use AI, and let students use it, ethically and legally in age-appropriate ways to support instruction, personalize learning, and improve operations, while protecting integrity, privacy, and access.

In practice: Approved tools only, under the procedures' General Use Guidelines



H-AI-H MODEL

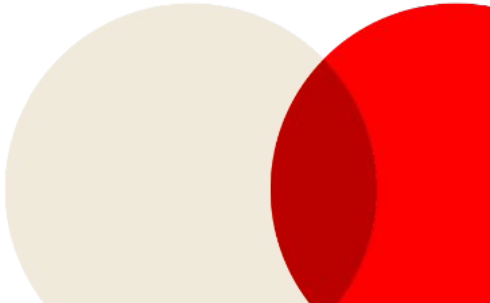
HUMAN **JUDGMENT** AT THE START. HUMAN **ACCOUNTABILITY** AT THE END.



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General Statements

COMMITMENTS

- Academic integrity and original thinking
 - AI assists; humans decide (H-AI-H)
 - No Personally Identifiable Information (PII)
 - Transparent use with attribution
 - Privacy controls, reviewed regularly
 - Fair access to approved tools
 - Training on bias and misinformation
 - Applies to all AI users in our system
 - Age-appropriate use
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- Two large, overlapping circles are located in the bottom right corner. The circle on the left is a light beige color, and the circle on the right is a vibrant red color. They overlap in the bottom right corner of the slide.

Definitions

KEY TERMS DEFINED IN POLICY

- **Personally Identifiable Information (PII):** names, IDs, likeness, indirect identifiers
 - **Hallucinations:** confident but false output
 - **Deep fakes,** synthetic media, voice cloning
 - **Agentic AI:** plans and takes multi step actions
 - **Autonomous AI:** acts without human approval
 - **District-approved tool:** reviewed and authorized
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III. Definitions: How AI tools are defined

Student-facing

Students use AI for learning, like that app that coaches students as they practice a skill.

Confidential

Handles private information like an AI scribe at your doctor's office.

Operational

Used for everyday work with nothing private in it, like using an AI tool to review documents for grammar and spelling.

Closed AI

Like a conversation in a closed office.
Safer but not soundproof.

District-managed accounts.

Publicly Available AI

Like a conversation in a coffee shop.
Assume anyone can hear.

Free or paid personal accounts.

Equitable Access

Already in place:

- Devices and connectivity
- Assistive technology
- Remove barriers tied to income, disability, language and location
- Train staff
- Gather family feedback

What the AI Policy adds:

- Approval of AI tools
- Training on H-AI-H and responsible AI use
- Tech-specific family input via District Technology Advisory Committee (DTAC)

Curriculum and AI Literacy

TAUGHT IN DIGITAL LITERACY, FERPA and COPPA COMPLIANT, and H-AI-H AT EVERY LEVEL

K-3: TEACHER-LED

Highly restricted,
teacher-mediated
use. Focus on what
AI is.

4-8: STRUCTURED

Students have
guided introduction
with rules and
critical thinking
about outputs.

9-12: ADVANCED

Students have
broader access,
higher expectations,
accountable for
transparency in use,
and learn how AI
models work.

The AI Use Matrix

HOW TEACHERS ARTICULATE EXPECTATIONS FOR STUDENT USE

			
AI Free <i>Intentional Human Learning</i>	AI Assisted <i>AI as Support</i>	AI Enhanced <i>AI as Part of the Task</i>	AI Empowered <i>AI for Enrichment</i>

One assignment, four levels: a literary analysis essay as example

Read and write on your own. No AI at any step.	Use AI to brainstorm and organize ideas. You write and cite AI use.	Get AI feedback on clarity and flow of writing. You judge what to keep. Cite AI use.	Compare your writing to AI-generated perspectives and analyze. Cite AI use.
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Appropriate level of AI use is teacher and task-determined

Technology Advisory



DTAC: DISTRICT TECHNOLOGY ADVISORY COMMITTEE

Advises, provides recommendations, and gives feedback to the Technology Department on devices, learning management systems, digital literacy, and AI guidance, and gives families and community members a voice in how technology serves instruction.



Data and AI

ASSUME IT'S PUBLIC

AI data use must follow state and federal law; safeguards are reviewed yearly. Without a district agreement, consumer AI tools are treated as public.

In practice: H-AI-H, no personally identifiable information, passwords, personnel files, or non-public district information in AI tools.

Vendor Contracts

AI TOOLS IN OUR SYSTEM GO THROUGH AN APPROVAL PROCESS

1. Request

Staff submit a resource request

2. Review

Technology and Teaching and Learning Services check privacy, accessibility, operability

3. Contract

Vendors disclose data practices, deletion rights, breach notifications

4. Listed

Approved tools added to tech providers list

Each approved tool has an agreement, either a negotiated contract (for purchased tools) or terms of service that has been reviewed.

AI and Records

AI OUTPUTS FOLLOW EXISTING POLICY

AI-created content follows the same records and retention rules as all other district documents. The existing retention schedule is outlined in our [School Board Policy 307](#).

In practice: Staff training covers records retention expectations and treating AI-created content like other district documents.

Reporting AI Concerns and Incidents

Tier	Examples	Escalates to	Families notified
1: Minor	Individual violation, unapproved tool, missing attribution	Principal or program lead	As appropriate
2: Serious	Data exposure, major integrity issue, wellbeing concern, deep fake of a known person	+ Assistant Superintendent	As soon as possible
3: Critical	AI-generated intimate imagery of minors, major breach, deep fake distribution	+ Law enforcement, agencies, legal counsel	As soon as legally permissible



Training and Notice

ALL USERS LEARN RESPONSIBLE USE

1. **Staff:** Teacher guidance document, Frontline courses, SoWashCo Academy, Professional Development days, Staff AI Guidance
 2. **Students:** AI literacy in Digital Literacy lessons, student handbook and teacher expectations via AI Use Matrix
 3. **Families:** Student data privacy notice, student handbook and annual notifications, website of tech tools, DTAC
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Annual Review

The board will review this policy annually.

Administration updates procedures as technology changes. Staff Guidance is reviewed yearly, and the recommended AI tools list is updated as needed.



AI supports the work.

*People own the
decisions.*

Questions?