

BHMSD Artificial Intelligence

Acceptable Use Policy

Purpose

The Bluffton-Harrison Metropolitan School District (BHMSD) recognizes that artificial intelligence (AI) tools can support teaching, learning, and district operations. This policy establishes expectations for the responsible, ethical, and safe use of AI by students and staff. AI should support learning and work, not replace the thinking, effort, and professional judgment they require.

Scope

This policy applies to all students and staff, and to contractors and volunteers working with students or student data. It covers AI use on district devices, networks, and accounts, and any AI use connected to schoolwork, instruction, or district business on any device.

Definitions

- Artificial intelligence (AI): Software that generates text, images, audio, video, code, or other content, or makes predictions or recommendations, in response to user input. Examples include chatbots, writing assistants, image generators, and AI features built into other software.
- Approved AI tool: An AI tool reviewed and approved by the district for a stated purpose and user group, listed in the district's approved tools list.
- Personally identifiable information (PII): Information that identifies or could reasonably identify a student or staff member, including information protected by FERPA.
- Academic integrity: Producing work that is primarily the student's own and honestly acknowledging any assistance received, including from AI.

Academic Integrity

Academic integrity, in the context of AI, means using AI tools ethically, responsibly, and as intended: to support learning, not to bypass it. Students are responsible for ensuring that anything they submit accurately represents their own learning and capabilities. Teachers set the level of AI use permitted for each assignment.

Data Privacy and Security

Students and staff shall not enter student or staff PII, confidential records, or other protected information into any AI tool that is not approved for that use. All AI use shall comply with FERPA, COPPA, CIPA,

IDEA, and applicable Indiana law, and with existing district policies on technology acceptable use, student records, and data security.

Responsibilities

- **Superintendent:** Develops administrative guidelines to implement this policy.
- **Technology Department:** Reviews and approves AI tools, maintains the approved tools list, and evaluates vendor data privacy agreements.
- **Building administrators:** Communicate this policy to staff, students, and families, and address violations.
- **Teachers:** Set clear expectations for AI use on each assignment and teach responsible AI use.
- **Staff:** Use AI in line with this policy and remain accountable for any work product created with AI assistance.
- **Students:** Follow this policy and teacher expectations, and disclose AI use as directed.

Violations

Student violations will be addressed through the student handbook and the district's academic integrity and discipline procedures. Staff violations will be addressed through applicable personnel policies and agreements.

Review

Because AI technology changes quickly, the Superintendent will review this policy and its administrative guidelines regularly and recommend updates to the Board as needed.

-----**END OF POLICY**-----

Notes

- Policy number to be assigned after passing of 1st reading.
- The draft will be shared with legal counsel for review after passing of 1st reading.
- Administrative guidelines will be developed after the passing of 1st reading.