Policy EHAG: Use of Generative Artificial Intelligence

Category: Recommended

A. PURPOSE AND GENERAL POLICY STATEMENT

The School Board recognizes the potential that Generative Artificial Intelligence ("Generative AI") offers in enhancing educational opportunities, streamlining operations and preparing students for a future that demands adaptability, critical thinking and digital literacy. When incorporated and used in a responsible and ethical manner, Generative AI can support dynamic education and working experiences.

The ultimate goal of this policy is to support learning, creativity, and innovation, all the while safeguarding student and employee data, academic integrity, and digital citizenship. The policy establishes the general guidelines for the responsible, ethical, and equitable selection and use of Generative AI in the District's educational and working environments, and directs the Superintendent to create and maintain a Plan for the Responsible Use of Generative AI.

The Board directs that the use of Generative AI in the educational and working environments shall be limited, as provided in this policy, to approved Generative AI tools or resources and approved purposes.

B. DEFINITIONS

"Artificial Intelligence (AI)" – means technology designed to mimic human intelligence and perform tasks requiring human-like intelligence, such as reasoning, learning, and decision-making, such as analyzing data, recognizing patterns and making decisions

"Generative Artificial Intelligence (Generative AI)" – is an advanced subset of AI that is capable of displaying human-like capabilities for cognitive tasks such as reasoning, learning, planning, and creativity. Generative AI tools and resources may adapt their behavior to a certain degree by analyzing the effects of previous actions and operating under varying and unpredictable circumstances without significant human oversight. As such, Generative AI tools and resources have the capacity to generate **new** content from learned data and pattern recognition across various mediums such as text, code, images, audio and video data. ***The focus of this policy is Generative AI.***

"Non-generative Artificial Intelligence" means AI technology/applications which can analyze, classify, or make decisions based on existing data, *but, unlike Generative AI, is unable to create new content.*

"AI Literacy" means the ability to understand, use and interact with AI systems effectively, efficiently and responsibly.

"AI-generated content" refers to any text, image, audio, video, or code that is created in whole or in part by a Generative AI tool rather than being directly authored by a human.

"Generative AI tool" means a software application or platform that uses generative AI to create new content (e.g., text, images, music). The user interacts directly with the Generative AI tool (e.g., ChatGPT, Google Gemini, Microsoft Copilot) to generate content based on prompts or inputs.

"Generative AI resource" means any material, guide, or support content that helps users understand, use, or teach about Generative AI tools. A Generative AI resource supports learning about or how to use generative AI tools (e.g., lesson plans on AI ethics, tutorials on using Generative AI, policy documents/videos, etc.), rather than generating content itself.

"Deepfake" means a video, audio, or any other media of a person in which their face, body, or voice has been digitally altered so that they appear to be someone else, they appear to be saying something that they have never said or to manipulate the actual statement to suggest a meaning that the original statement did not convey, or they appear to be doing something that they have never done.

C. **APPROVAL OF GENERATIVE AI TOOLS AND RESOURCES**

No Generative AI tool may be introduced into the District's computer and network systems without prior written approval from the Superintendent or designee. Prior to such approval, the Superintendent or designee will ensure that a Generative AI tool is (1) reviewed by personnel appropriate to the anticipated use of that Generative AI tool (e.g., Curriculum Coordinator, IT Director, Business Administrator, and (2) vetted and approved according to the provisions of Board policy EHAB and the District's Data Governance and Privacy Plan

When selecting and approving Generative AI tools and resources, the District will use the following as guiding principles:

1. Students and educators remain at the center of education;
2. Evidence-based AI technology can and should enhance the educational experience;
3. The District has a responsibility to ensure equitable access to and use of AI tools;
4. The District has a responsibility to protect student and employee data, and other confidential information (e.g., through using a "privacy-preserving AI interface" or "sandboxed AI deployment" rather than AI tools that are only "open-source");
5. The Board has a responsibility to use District resources efficiently; and
6. Effective, responsible and ethical use of Generative AI requires ongoing and meaningful training for students, educators and administrative personnel.

The District's technology protection measures, including content filters, shall be enforced during use of Generative AI tools or resources on District computers/devices and network resources.

The availability of access to Generative AI tools and resources provided to students and staff does not imply endorsement by the School Board or the District of a Generative AI tool or resource, nor does the District guarantee the accuracy of the information received from Generative AI tools or resources. The District shall not be responsible for any information that may be lost, damaged or unavailable when using a Generative AI tool or resource. The District shall not be responsible for the dissemination, replication or alteration of information or data input by any student or staff into any Generative AI tool or resource. Nothing in this policy is intended to limit the District's obligations under applicable law or regulations.

The District shall not be responsible for any unauthorized charges or fees resulting from access or use of Generative AI tools or resources.

D. **GUIDELINES FOR TEACHERS**

1. Teachers may only use generative AI tools that have been formally approved by the district or school.
2. Clearly communicate to students when and how AI tools are being used.
3. Ensure AI-generated content is age-appropriate and aligned with curriculum standards.
4. Avoid using AI to replace core instructional responsibilities unless explicitly approved.
5. Supervise student use and provide guidance on ethical and responsible use.
6. Participate in training on AI literacy and responsible classroom integration.

E. **GUIDELINES FOR ADMINISTRATOR USE OF GENERATIVE AI**

1. Ensure staff compliance with this policy.
2. Support the review and approval process.
3. Monitor the impact of AI tools on teaching and learning.
4. Inform parents and guardians about the use of generative AI in classrooms.
5. Maintain a public list of approved AI tools and their intended uses.
6. Ensure compliance with district data governance policies and applicable laws.

F. **GUIDELINES FOR STUDENT USE OF GENERATIVE AI**

1. Students may only use generative AI tools that have been reviewed and approved by the school or district.
2. Use must be directly tied to instructional goals.
3. Students must use AI tools ethically and honestly.
4. Clearly label or cite AI-generated content in assignments.
5. Follow teacher instructions regarding AI use.
6. Do not input personal or sensitive information into AI tools unless authorized.

G. **EXAMPLES OF ACCEPTABLE USES OF GENERATIVE AI**

1. Students.
    a. Brainstorming ideas for essays or projects.
    b. Practicing writing or coding with AI feedback.
    c. Exploring creative expression through AI-generated art or stories.
    d. Using AI to summarize reading passages or generate quiz questions.
    e. Enhancing accessibility (g., text-to-speech or language translation).
2. Teachers.
    a. Lesson planning, activities, or differentiated instructional strategies.

b. Assessment creation (quiz questions, writing prompts, or rubrics aligned with learning objectives.

c. Language support.

3. Administrators.

a. Drafting communications.

b. Policy summaries, and/or creation of policy aligned administrative regulations/procedures/forms.

c. Strategic planning.

d. Professional development and training.

H. **PROHIBITED USES OF GENERATIVE AI**

1. Using AI to complete assignments or work tasks without permission.
2. Submitting AI-generated work without proper attribution.
3. Generating or sharing inappropriate, violent, or discriminatory content.
4. Creating or spreading deepfakes or impersonations.
5. Using AI for cyberbullying or harassment.
6. Fabricating news, data, or sources.
7. Uploading or inputting any personal data or confidential information that is not solely owned by the person uploading/inputting.
8. Circumventing school filters or accessing restricted content.
9. Any other use that violates state or federal laws or regulations, Board policies, or any District, School or Teacher rules, regulations or procedures.

NH Statutes	**Description**
RSA 189:65	Definitions
RSA 189:66	Data Inventory and Policies Publication
RSA 189:67	Limits on Disclosure of Information
RSA 189:68	Student Privacy
RSA 189:68-a	Student Online Personal Information

Federal Statutes	**Description**
15 U.S.C. §6501-6506	Children's Online Privacy Protection Act (COPPA)
20 U.S.C. §1232g	Family Educational Rights and Privacy Act (FERPA)
20 U.S.C. §1232h	Protection of Pupil Rights Amendment (PPRA)
20 U.S.C. §1400-1417	Individuals with Disabilities Education Act (IDEA)

Cross References

Code	Description
EHAA	Computer Security, E-Mail and Internet Communications
EHAB	Data Governance and Security
IKL	Academic Honesty and Integrity
JIC	Student Conduct
JICJ	Prohibiting Use of Cell Phones and Other Personal Communication Devices
JICJ-R(1)	Prohibiting Use of Cell Phones and Other Personal Communication Devices - RESCINDED - Procedures for Handling Unauthorized Communication Devices
JICK	Bullying Prevention - Pupil Safety and Violence Prevention
JICK-R(1)	Bullying Prevention - Pupil Safety and Violence Prevention - Report Form
JICK-R(2)	Bullying Prevention - Pupil Safety and Violence Prevention - Bullying Report Form
JICK-R(3)	Bullying Prevention - Pupil Safety and Violence Prevention - School Board Notification of Bullying Report
JICL	School District Internet Access for Students
JICL-R(1)	School District Internet Access for Students - Acceptable Internet Use Procedures - Students

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