Artificial Intelligence (AI) Acceptable Use Policy FOR FORT WORTH ISD

This document establishes the expectations, responsibilities, and requirements for the secure, ethical, and responsible use of generative artificial intelligence (AI) technologies within Fort Worth ISD. This policy applies to all district employees and contractors/consultants who access or use ChatGPT Edu, Microsoft Copilot, or any other approved generative AI tool. The use of non-approved AI tools for district business is prohibited unless expressly authorized by the Division of Technology.

Guiding Principles

AI is a tool to assist employees, not replace professional judgment. **Users remain responsible for the accuracy, appropriateness, and compliance of all content generated.**

All district approved generative AI tool should be used in a manner that:

- Supports the District's educational and operational mission.
- Protects student, employee, and District information.
- Complies with federal, state, and local laws and regulations.
- Promotes fair and equitable use of all AI-generated outputs through human oversight and judgment.

Acceptable Use

District-approved generative AI tools may be used only for legitimate educational and business purposes.

Employees remain responsible for all content and decisions resulting from the use of generative AI tools. **All AI-generated content must be reviewed, vetted and confirmed as accurate before use, publication, distribution or reliance on the information.** AI-generated content should never be assumed to be accurate, complete, or appropriate without human review/ verification.

Appropriate uses include:

- Drafting communications, reports, presentations, newsletters, training materials, and other work-related content.
- Brainstorming ideas, generating recommendations and supporting problem-solving activities.
- Summarizing information that is not confidential, sensitive or otherwise restricted.
- Creating outlines, agendas, job aids, meeting notes, and other business documentation.
- Improving the quality, clarity, grammar, readability, and accessibility of written content.
- Assisting with coding, scripting, data analysis, research, and other productivity related tasks.

The district reserves the right to monitor and audit the use of AI Tools to ensure compliance with District policies, security requirements, and applicable laws. Violations may result in loss of access, disciplinary action, or other corrective measures. Users are responsible for ensuring all input into AI tools are compliant with District policy, regulatory requirements, state and federal law, even if not explicitly referenced in this AUP. This AUP will be implemented in a uniform manner and is subject to change based on updates in emergent technology, needs, and usage of the District.

Fort Worth INDEPENDENT SCHOOL DISTRICT

Fort Worth ISD Artificial Intelligence (AI) Acceptable Use Policy

Prohibited Use

Only AI tools that have been approved, provisioned, or authorized by the district and that require authentication using district login credentials should be used.

The use of personal, consumer, or free versions of ChatGPT, Microsoft Copilot, and other AI tools is prohibited.

District-approved generative AI tools should not be used to:

- Make or automate final decisions regarding employment, student discipline, evaluations, eligibility determinations, or other matters requiring human judgement/review.
- Circumvent District policies, professional standards, security controls, technology safeguards or federal/state/local laws.
- Present, publish, or distribute AI-generated content as verified, factual or authoritative information without appropriate review and validation.
- Create, access, or distribute content that violates district policy, infringes on intellectual property rights, or compromises the privacy, confidentiality, or security of District information.

Data Privacy and Security

Employees are responsible for protecting district data when using generative AI tools and must exercise caution when entering information into these tools.

The following data should never be entered:

- FERPA — Student education records protected by FERPA.
- Medical, health, or disability-related information.
- Personally identifiable student or employee information (click here for a definition of PII).
- Financial account information, payment card information, banking information, or tax-related data.
- Employee personnel information.
- Information designated by the district as confidential, sensitive, restricted, or otherwise protected from unauthorized disclosure.
- SSN — Social Security numbers or government-issued identification numbers.

www.fwisd.org/AI

FWISD Division of Technology

7060 Camp Bowie Blvd., Fort Worth, TX 76116

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