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## Artificial Intelligence Acceptable Use Policy 3-504

### **Purpose**

The Governing Board recognizes the emerging role of Artificial Intelligence (AI) technologies in modern education. As AI becomes increasingly integrated into teaching, learning, and school operations, the Board affirms the importance of ensuring that such technologies are used responsibly, ethically, and in ways that enhance the educational environment while protecting student privacy and maintaining academic integrity.

### **Scope:**

The District may authorize the use of artificial intelligence technologies (AI) to support instruction, learning, communication, and District operations.

The Superintendent or designee shall establish procedures governing the approval and use of artificial intelligence tools, including requirements related to privacy, security, academic integrity, accessibility, human oversight, and compliance with applicable law. Employees and students shall not use artificial intelligence technologies in a manner that compromises confidential information, violates District policy, or infringes upon the rights of others.

### **Implementation**

AI shall be implemented in a manner that supports instructional excellence, improves operational efficiency, and aligns with the District's mission and core values. The use of AI tools must comply with applicable laws, including the Family Educational Rights and Privacy Act (FERPA), the

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*Page 1 of 6*

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Children’s Online Privacy Protection Act (COPPA), Student Online Personal Information Protection Act (SOPIPA) and the California Consumer Privacy Act (CCPA).

AI technologies will be used to support—but not replace—human instruction and judgment. Students shall be taught how to use AI tools responsibly and ethically. AI-generated content may not be submitted as a substitute for student work unless specifically permitted by the teacher or school staff. Any misuse of AI tools that facilitates academic dishonesty or breaches student privacy is strictly prohibited.

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## Administrative Regulations

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### 1. Definitions

Artificial Intelligence (AI) refers to systems or technologies that simulate human cognition, including language generation, pattern recognition, decision-making, or adaptive learning.

Generative AI tools include platforms such as ChatGPT, Gemini or DALL·E that produce text, images, or code.

AI Generated Content means any text, images, audio, video, code, or other material that is created, produced, or substantially modified by an artificial intelligence system, with or without human input.

AI Tools refers to any software or applications using such technologies for educational or administrative purposes.

### 2. Ethical Guidelines for AI Use

- All use of AI technologies within the District shall be guided by the principles of fairness, accountability, transparency, and respect for individual rights. AI tools must be deployed in ways that promote equity, foster trust, and ensure that decisions are explainable and subject to human oversight. The District recognizes that AI systems may reflect the biases of the data on which they are trained. Therefore, staff must evaluate AI tools for potential discriminatory impacts, especially with respect to race, gender, disability, language status, or socioeconomic background.
- AI tools shall be evaluated for compliance with federal and state disability laws, including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
- Transparency is essential. Students, parents, and staff must be clearly informed when AI is being used in instructional or administrative contexts, especially when personal data may be involved. Accountability shall rest with district staff, not the technology itself. No AI system may be considered infallible or allowed to operate without appropriate supervision. Ethical implementation also includes a commitment to continuous improvement—monitoring outcomes, gathering feedback, and adapting practices to align with evolving standards and community values.

### 3. Approval and Selection of AI Tools

- All AI tools intended for use in the District must be reviewed and approved by the Superintendent or designee. Approval shall be based on an assessment of educational value, data privacy compliance, accessibility, alignment with district instructional

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Page 3 of 6

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goals, and integration with existing student information systems (SIS) and learning management systems (LMS) platforms. Any tool that collects student data must have a clear data privacy agreement in place and comply with state and federal laws.

#### **4. Responsibilities**

- Staff shall receive training on the appropriate and ethical use of AI and shall monitor AI use across the District for compliance with policy and law.
- Teachers are expected to integrate AI tools into instruction with transparency and care, ensuring that student use of AI promotes learning rather than replacing it. Teachers must explicitly communicate when and how AI use is permitted in assignments. Students must use AI responsibly and are expected to maintain academic integrity when accessing or interacting with AI applications.
- Parents and guardians are encouraged to stay informed about AI tools used in the classroom and may contact school administrators with any questions or concerns. Upon request, the District will provide information about how AI tools function and the data they process.

#### **5. Notice, Training and Support**

- The District shall provide notice to students and parents regarding the use of AI tools that process personal data, including the purpose of such tools and the type of data collected.
- The District shall provide regular training for all staff on AI tools approved for classroom or administrative use. Students will receive age-appropriate instruction on the ethical and responsible use of AI technologies, including awareness of potential risks such as misinformation, bias, and data misuse.
- Workshops or communication materials may also be provided to parents to inform them about the AI tools their children may use at school.

#### **6. Privacy and Security**

- AI tools shall not collect or use personally identifiable student data unless explicitly approved and governed by a written data privacy agreement. No AI tool shall be deployed that stores student interactions without a clear educational purpose and parent notification. The District shall not allow the use of AI tools that mine or monetize student data.
- All AI tools that collect or process student or staff data shall be governed by a written contract or data privacy agreement that limits the vendor's use of such data to educational purposes and prohibits unauthorized disclosure or commercialization.

## 7. Public Records

AI-generated content created or used in the course of District business may constitute a public record and shall be retained and disclosed in accordance with applicable public records laws.

## 8. Acceptable Uses of Approved AI

All acceptable uses of AI must be aligned with the curriculum and approved by the Superintendent or designee. No AI tool may be used in isolation to make decisions with significant academic, behavioral, or disciplinary consequences.

- Use of AI shall be consistent with District policies governing student technology use, electronic devices, and acceptable use.
- AI may be used in the District to enhance instruction, support individual learning needs, streamline administrative operations, and improve overall educational outcomes. Acceptable instructional uses include adaptive learning platforms that adjust content difficulty based on student performance, language support tools for English learners, and AI-driven tutoring programs that provide personalized feedback. Teachers may also use AI tools to support lesson planning, identify learning gaps, and develop differentiated instruction for diverse learners.
- From an administrative standpoint, AI may be used to assist with data analysis, scheduling, attendance tracking, resource allocation, and other functions that improve operational efficiency. AI tools may also be used to support professional development—such as **platforms that offer automated coaching tips or content analysis**.

## 9. Prohibited Uses of AI

- AI tools may not be used in any manner that undermines the educational mission of the District, violates student or staff privacy, promotes academic dishonesty, or introduces bias and discrimination.
- The use of AI-Generated Content to complete student assignments, assessments, or other graded work without explicit permission from a teacher is considered cheating and is strictly prohibited. Students may not rely on AI tools to write essays, solve complex math problems, or produce artwork unless clearly instructed to do so by their teacher.
- AI shall not be used as the sole basis for any decision affecting a student's education, discipline, placement, or services, or any employment-related decision, without meaningful human review and oversight.

- AI involving facial recognition or biometric identification without express Board approval and a legal review of privacy and civil rights implications.
- AI-Generated Content shall not promote misinformation, hate speech, or discrimination. Staff and students shall not upload sensitive or personally identifiable data into AI systems unless those tools have been approved for such purposes by the District and include strict data security provisions.

## **10. Incident Reporting and Enforcement**

Concerns about inappropriate or unethical use of AI shall be reported to the Superintendent or designated administrator. Violations of the AI policy may result in suspension of AI privileges, disciplinary action, or other consequences consistent with the District's disciplinary framework.

Violations involving student misuse of AI shall be addressed in accordance with the District's Student Conduct and Academic Integrity policies and regulations.