McCall-Donnelly Joint School District #421

NON-INSTRUCTIONAL OPERATIONS **Policy 8705**

Generative Artificial Intelligence

This policy sets out guidelines for the permissible use of generative artificial intelligence (AI) by staff for work-related purposes and by students for school-related purposes. This policy applies to any use of generative AI tools by students and employees in school buildings, on school grounds, during school activities, and on school-issued devices. It is also intended to help inform the District community about issues to be aware of regarding generative AI tools, such as data privacy concerns, their potential to provide inaccurate or inappropriate responses, and the fact it is not possible to own or copyright material created using such tools. The District's approach to generative AI tools in education shall be aligned to the Generative Artificial Intelligence in Education Framework developed by the Idaho Department of Education, approved by the State Board of Education.

The District shall strive to ensure that staff and students are AI literate, meaning that they have the technical knowledge, durable skills, and future-ready attitudes required to thrive in a world influenced by AI; and that they are able to engage, create, manage, and design AI while critically evaluating its benefits, risks, and ethical implications.

The District shall also strive to prevent prohibited use of AI tools for District business.

This policy is not intended to limit use of District approved search engines with limited AI functions.

Any use of generative AI must comply with any relevant District policies. For instance, such tools may not be used in ways that violate the District's policies prohibiting plagiarism, bullying, or unacceptable uses of electronic devices.

Approved Generative AI Tools

The Superintendent, or their designee, may create a list of District-approved generative AI tools. Before approving such tools, the Director of Information Technology shall review and understand each tool's terms of service and privacy policy and ensure the use of the tool is compatible with District policy and laws related to student privacy, data security, and other applicable requirements. The Superintendent or their designee may grant approval on a case-by-case basis of generative AI tools not yet given general approval. The Superintendent may also require a data protection agreement between the District and any software tool covered by this policy.

When considering purchasing access to a generative AI tool, the District shall consider what purpose they want the tool to serve and how training and support will be provided

to those who use the tool. The District shall require a data privacy agreement (DPA) with any vendor their contract with to access a generative AI tool to protect sensitive student, staff, and District data. Matters that should be considered when selecting a provider of an

AI service include:

1. How the District's data will be used, consistent with IC 33-133;
2. How any user data collected will be analyzed, shared, or used and whether the provider can ensure the data is not used for AI model training;
3. What kinds of data the provider keeps, how long it is kept, and who will have access to it;
4. Measures they take to protect student and staff data; and
5. Whether the tool complies with the requirements of the Children's Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), the Children's Internet Protection Act (CIPA), the Individuals with Disabilities Education Act (IDEA), Title VI, Idaho student data privacy laws, and any Idaho AI legislation.

Use by Staff

Staff may use District-approved generative AI tools.

For generative AI tools that require an account, staff shall maintain separate accounts for work and personal uses and shall inform their supervisor of any work-related accounts created. Personal generative AI accounts shall not be used on District equipment or a District-provided internet connection.

Staff shall not use any of the following in prompts for an AI tool or otherwise upload the following to an AI tool unless the Superintendent or their designee provides specific permission to do so:

1. Personally identifiable information;
2. Sensitive or confidential student or personnel records; or
3. Any copyrighted material.

As a matter of ensuring appropriate grading and demonstrating respect for student work and for the professional teacher-student relationship, staff shall not use AI tools to determine a student's grade on any project, including but not limited to any grade which includes a subjective component. Staff should also refrain from substituting an AI tool for their professional judgment when making decisions related to student discipline, eligibility for special education, assessments of student health, school safety, or other sensitive or high-stakes decisions.

If an employee uses a generative AI tool for a work-related task, they should disclose that they've done so if:

1. The tool's terms of service require such disclosure.
2. It would be misleading to the supervisor or to the audience not to disclose this use. This includes misleading them about the work being entirely the work of the employee.
3. The work is being used in a context when sources are generally cited.

Prior to using any output of a generative AI tool, staff shall check the output for inaccuracies, bias, stereotyping, or any other content that is inappropriate or unsuitable for the intended purpose. Staff shall not use such tools for any purpose where they are not able to verify the accuracy and appropriateness of the output.

The District may provide professional development to educators, administrators, and support staff on generative AI, including on such topics as ethical use, the abilities and limitations of such tools, how to evaluate their output, monitoring student use, data and confidentiality issues, and possible in-class uses. This may include making State Department of Education training on AI literacy available to staff and/or directing them to complete such training.

If staff are uncertain of whether any use of AI is appropriate or within the requirements of District policy, they should ask their supervisor about it.

Use by Students at the Direction of Staff

The Superintendent shall delegate staff to provide students with instruction on generative AI tools, including on:

1. Issues of ethics and academic honesty related to their use;
2. Media literacy and uses of AI the student may encounter;
3. Evaluating the output of such tools;
4. How to cite or disclose the use of such tools;
5. The importance of not sharing personal information when using such tools;
6. Confidentiality and safety considerations; and
7. The abilities and limits of such tools.

This instruction aimed at developing AI literacy shall be provided at all grade levels and may be provided in a variety of subject areas.

The District shall obtain parent consent for student use of generative AI tools whenever such permission is required by the tool's terms of service. Students should not be penalized for refusal to use such tools.

For any such activity or assignment, students will be directed to use only tools that have been approved by the District.

Instruction on generative AI tools shall be age appropriate and may address the topics and activities suggested for their grade level by the Generative Artificial Intelligence in

Education Framework.

The Superintendent may select a method to assess student mastery of AI literacy or may direct that decisions about assessment of this be made at the building level by the principal or their designee, or at the classroom level by individual teachers.

Student-Chosen Use of AI Tools

Staff shall clearly communicate to students how they are and are not permitted to use generative AI tools for class assignments as well as any expectations to cite or disclose their use of such tools. Teachers may use tools such as the Generative Artificial Intelligence in Education Framework's AI Assessment Scale to explain the types and amounts of AI tool use that are permitted.

Unauthorized use of AI tools and failure to cite such use when citation is required are violations of Academic Honesty and may be subject to disciplinary action.

Staff will not knowingly allow students to use AI tools in ways that violate their terms of service, such as use without parent permission or use of an account shared between many people when prohibited.

Teachers shall take reasonable steps to prevent use of generative AI tools in ways that undermine learning and assessment or create safety and/or confidentiality concerns. Ways to limit/control the use of such tools may include, but are not limited to:

1. Greater use of in-class assignments;
2. Directing students to describe their research/writing process within the assignment;
3. Directing students to include their personal experiences with the topic or assignment;
4. Requiring page numbers to support claims made in assignments about a book the student was assigned to read;
5. Requiring students to complete and provide outlines and/or early drafts for grading; and
6. Requiring students to base a paper/project solely on specific materials provided.

If a teacher suspects a student may have used an AI tool in a prohibited way for an assignment, the student may be asked to demonstrate their academic competence in a different way.

Tools to detect the use of AI may be used as one factor among others to determine whether such use has occurred provided the use of such a tool is authorized by the District.

Violation of this policy by any student or staff member may be met with disciplinary action.

Staff members who notice new, emerging issues with generative AI tools in the school environment should report these concerns to their supervisor.

The Superintendent may convene a committee to examine the issue of generative AI tools in school further and provide research or recommendations.

Legal Reference:
IC 33-7011 et seq. Generative Artificial Intelligence in Education

Policy History:

Adopted: