



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Uwe Gordon, Superintendent
APPROVED BY: Uwe Gordon, Superintendent
DATE: June 11, 2024

AGENDA ITEM: 4H

Policy Review Second Reading and Approval:

1. DE Salaries and Expenses
2. EFEEA: Artificial Intelligence Systems and Tools Use In the School District
3. EMI: Moment of Silence
4. FDAAA: Electronic Signatures
5. FL: Student Records

BOARD ACTION REQUESTED:

Approval of the policies as requested.

BACKGROUND INFORMATION:

The district is in an ongoing process of updating policies and procedures in accordance with Oklahoma law and/or current practices. These policies were presented to the board at the May 14, 2024 Business meeting and they are in final form for board consideration. Details regarding these policies are listed below.

DE –Salaries and Expenses

Policy DE outlines methods and procedures for employee compensation. This draft updates the language describing SPS methods for distributing paper payroll checks during summer hours. In addition, the language has been updated to clarify that federally funded compensation must also have federal and state withholdings, and we do so in a way that is consistent with federal payroll laws.

(Source: Dr. Janet Vinson)

EMI – Moment of Silence

The language for this policy update was provided by OSSBA, and includes that all staff are expected to adhere to providing an opportunity for a moment of silence. It also provides legal support through the

office of the Attorney General should anyone file a lawsuit against the district for providing the opportunity for a moment of silence.

(Source: Dr. Janet Vinson)

EFEAA – Artificial Intelligence Systems and Tools Use In the School District

Artificial intelligence is changing business, workforce preparation, and education. OSSBA believes it is important for districts to have clear policies in place to ensure districts are embracing the potential of technological advances while ensuring responsible and ethical use of artificial intelligence tools by employees and students.

The proposed policy addresses student and employee use, data privacy and security, and the importance of considering AI within the context of high-quality education practices. (Source:OSSBA Newsletter)

FDAAA –Electronic Signatures

This is a new policy provided by OSSBA that coincides with FL in the governance of the use of electronic signatures. The policy defines electronic signatures, the legal acceptable use of electronic signatures and how the district will use them.

(Source: Dr. Janet Vinson)

FL – Student Records

FDAAA provides the legal grounds to use an electronic signature as a legal signature. We have been using online enrollment for several years, and the need for a policy that allows electronic signatures as a legally binding signature for enrollment has been ongoing.

(Source: Dr. Janet Vinson)

SALARIES AND EXPENSES

Salaries of all employees shall be determined by the board.

Payday is always on the last working day of the month. Paper checks will be on available at central office payday. Direct deposit is available.

All full-time employees will be paid on a twelve-month basis. All employee compensation shall be addressed in an employment contract. Employee compensation shall be reasonable for the services rendered. All employee compensations will consistently apply to positions funded through federal funding as non-federally funded positions.

The board shall also provide for a staff leave program and reimbursement of approved expenses.

Support Personnel

The Stillwater Board of Education believes that support personnel should be rewarded for their service. Therefore, the district will attempt to pay competitive salaries for the community in which the district is located and will make efforts to exceed those salaries whenever possible.

Support salary schedules are in Stillwater Public Schools, Support Negotiations Contract.

Certified Personnel

The Stillwater Board of Education believes that student instruction is the lifeblood of a school district and that teachers should be rewarded for their service. Therefore, the district will comply with all state teacher salary requirements and will make efforts to exceed those requirements whenever possible.

Certified teacher salary schedules are in Stillwater Public Schools, Master Contract.

All administrators, when employed, will be placed on the appropriate step of the administrators' salary schedule. Upon approval by the board, newly hired administrators may be placed on the salary schedule based upon individual building criteria such as enrollment, supervision of extracurricular activities, number of teachers, length of school year contract, etc.

REFERENCE: 70 O.S. §1-110
70 O.S. §6-106
ECFR 2 C.F.R. §200.430(a)(1)
Atty. Gen. Op. No. 84-87 (July 24, 1984)
Negotiated Agreement

CROSS-REFERENCE: Policy BJCA, Term of Office and Salary of Superintendent

ARTIFICIAL INTELLIGENCE SYSTEMS AND TOOLS USE IN THE SCHOOL DISTRICT

The introduction of AI offers unprecedented opportunities for enhancing teaching methods, expanding learning resources, and fostering innovative educational experiences. However, Artificial Intelligence (“AI”) also presents unique risks, challenges, and responsibilities, particularly in terms of ethical use, data privacy and security, and the accuracy and integrity of academic work.

This policy serves to responsibly harness the potential of these AI technologies while also safeguarding the interests and well-being of our students, teachers, and professional staff. Through this policy, the district endeavors to (i) prepare our students, teachers, and professional staff for the future and (ii) equip them with the knowledge and skills to use these systems and tools wisely and ethically. The district will continue to support our teachers in incorporating AI into their teaching practices in ways that enrich the teaching and learning experience while upholding the district’s educational standards and values.

1. AI systems and tools must comply with data privacy and security laws and policies.
2. AI systems and tools will serve to enhance the district’s commitment to high-quality learning.
3. Safeguards are essential to the use of AI systems and tools to minimize bias, promote fairness, and preserve the rigor and integrity of learning.
4. The use of AI systems and tools by students, teachers and professional staff must account for the context of teaching and learning and should be adopted, implemented and utilized in ways that maximize equity of access, use and benefit.

Student Use Guidelines:

Certain assignments may permit, encourage or require the use of AI systems and tools. In each case, it will be clearly stated in the assignment or specified by the teacher. Use beyond the specified guidelines of the teacher or assignment should be understood as prohibited. It is each student’s responsibility to assess the validity and applicability of any AI output that is submitted with an assignment.

1. Students are allowed to use AI for explanations of concepts, exploration of new topics of interest, and seeking guidance on research directions. However, students should be mindful that some AI is prone to “hallucinations”, false answers/information, or outdated information. Accordingly, AI can generate erroneous, misleading, and/or biased information. Thus, students must always verify the information provided by AI using reliable sources such as textbooks, scientific papers, and reputable educational websites. Students must take accountability for their academic use of AI, and verify that any response from an AI tool that they intend to rely on, or use is appropriate, accurate, not a violation of any other individual or entity’s intellectual property or privacy rights, and consistent with the district’s academic policies.
2. Students should not use AI to cheat, plagiarize, or be academically dishonest.
3. Students should only submit or share work generated by any AI as their own with proper attribution, including properly citing or referencing the AI tool used in their created content.
4. When communicating with AI, students should utilize respectful and appropriate communication, and avoid harassment, bullying, or offensive language.

ARTIFICIAL INTELLIGENCE (CON'T)

5. Students should not use or create AI generated content for the purposes of harassment, bullying, shaming, or humiliation. Any AI generated content that depicts likenesses of current or former SPS staff or students in inappropriate ways is expressly prohibited.
6. Students should not use AI to engage in any illegal activity, including hacking, spreading malware, phishing, fraud, or any other activity that violates the law.
7. Students should not upload or input any personal, confidential, proprietary, or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, social security numbers, and credit card or bank account numbers.
8. Offenses or violations of this policy will be addressed by the teacher and professional staff and may result in discipline as outlined in Student Discipline policy FO.

Staff Use Guidelines:

1. Teachers and professional staff may consult AI for ideas, outlines and to enhance the educational experience, such as supplementing lesson plans, providing differentiated instruction, and aiding in curriculum development.
2. Teachers and professional staff should not create accounts or encourage students to create accounts in any AI platform without first verifying if it is approved by the district.
3. Teachers and professional staff must ensure that their use of any AI tool complies with applicable laws such as those governing data and student privacy and district policies, including, policy EFBCA – Internet and Other Networks Acceptable Use and Internet Safety Use, and policy EFEA – Using Copyrighted Material. Only AI tools that are approved by the district are acceptable for use.
4. When communicating with AI, teachers and professional staff should utilize respectful and appropriate communication, and avoid harassment, bullying, or offensive language.
5. Teachers and professional staff should not use or create AI generated content for the purposes of harassment, bullying, shaming, or humiliation. Any AI generated content that depicts likenesses of current or former SPS staff or students in inappropriate ways is expressly prohibited.
6. Teachers and professional staff should not use AI to engage in any illegal activity, including hacking, spreading malware, phishing, fraud, or any other activity that violates the law.
7. Teachers and professional staff should not upload or input any confidential, proprietary, or sensitive information, including any such district or student information into any AI tool. Examples include passwords, personal information such as names, likeness, social security numbers, credit card or bank account numbers and other credentials, personnel material, information from non-public district documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public district information that might be harmful to the district if disclosed.
8. Teachers and district/site professional staff should guide students in using AI in all approved areas.

ARTIFICIAL INTELLIGENCE (CON'T)

9. Teachers and professional staff should carefully evaluate the appropriateness of AI for educational purposes on a case-by-case basis, considering their appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.
10. Teachers and professional staff must supervise student use of AI to ensure it is being used appropriately and constructively in the learning process.
11. Teachers who suspect plagiarism or use of AI that violates district policy should first have a conversation with a student to ensure that they understand expectations for acceptable use. Teachers should consult with administration to determine appropriate steps to investigate any possible violation of policy. AI detection tools will not be the basis of information relied upon in an investigation when it is believed that policy has been violated with regard to the use of AI by students.

District Level Guidelines:

Approved tools and their uses should be determined by the appropriate school district personnel after consideration of security, privacy, data usage, and academic integrity and quality standards, regulations, and values.

MOMENT OF SILENCE

Each school site within the district shall observe a moment of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually select which of these behaviors they will engage in during the moment of silence. These options will also be included in the student handbooks.

Students will be informed that the moment of silence is to reflect, meditate, pray or engage in other silent activity. An adult from a central location will read a standard statement, and all personnel are to afford these options to all students. Teachers will not make the announcement in a room-by-room approach.

The standard statement is:

Announce this: "As we begin (or end) another day, we will pause for a moment of silence." Pause for silence.

Announce this: "This concludes (or ends) the moment of silence."

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within (5) five days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

REFERENCE: 70 O.S. §11-101.1

70 O.S. §11-101.2

ELECTRONIC SIGNATURES

The board recognizes the effective and efficient use of electronic communications to conduct business. Under certain conditions, electronic signatures satisfy the requirements of a written signature when transacting business. Although all electronic signatures are represented digitally, they can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, signed, and stored.

Definitions

Attribution - an electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic signature was attributable.

Electronic Signature - an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Electronic Record - any record created, generated, sent, communicated, received or stored by electronic means.

An electronic signature may be used if the law requires a signature unless there is a specific law, regulation, or order that requires records to be signed in nonelectronic form. The issuance and/or acceptance of an electronic signature by the district shall be permitted in accordance with the provisions of this policy and all applicable state and federal laws. Such electronic signature shall have the full force and effect of the manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name ~~and title~~;
2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed; and
4. The electronic signature conforms to all other provisions of this policy.

Acceptance, Use and Issuance of Electronic Records and Signatures

The district may utilize electronic recordkeeping systems that can receive, store, and reproduce electronic records and signatures relating to transactions in their original form. Such system shall include security procedures whereby the district can:

- 
1. Verify the attribution of a signature to a specific individual;
 2. Detect changes or errors in the information contained in a record submitted electronically;
 3. Protect and prevent access, alteration, manipulation or use by an unauthorized person; and
 4. Provide for nonreproduction through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.

ELECTRONIC SIGNATURES CON'T

The district shall ensure that all electronic signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.

The district may elect to receive and accept as original, electronic records and signatures so long as the communication, on this face, appears to be authentic, and conforms to all other provisions of this policy.

The district will retain in its records this policy and all statements of exclusive use, until such time as all legally mandated retention requirements are satisfied.

The district will not accept electronic signatures on student records including, but not limited to, absence excuses from parents/guardians, educational trip requests, and certain documents related to the Individuals with Disabilities Education Act.

1st Reading 5/1/17

STUDENT RECORDS

Student records shall be maintained for each student enrolled in Stillwater Public Schools. The records shall contain information collected through the online registration process, with additional information reflecting the progress of the student from pre-kindergarten through the remaining school years, grades, attendance data, discipline history, health and immunization history, results of testing programs, school activities, pictures, and personal and family background. The student's legal name shall be used for all records.

The school district will maintain all documents and information in student records in electronic or paper format. The copies may be stored in either a single- or multi-file format. The school district will accept electronic signatures on all student records collected through the online registration process. Records will be stored, backed up, and secured in accordance with standards and protocol established by the Oklahoma State Board of Education.

Transcripts

The transcript of a student shall be maintained by the school district for not less than eighty (80) years following the graduation, transfer, or date the student is withdrawn from the school district.

"Transcript" will include the following:

1. The permanent academic record of a student which shall include the name, address, telephone listing;
2. The date and place of birth of the student;
3. An inventory of courses taken;
4. All grades received; and
5. Grade-point averages or class rank.

Student Records Disposal

All non-transcript information in a student's record shall be disposed of by the school district five (5) years after the student has graduated, transferred, or withdrawn from the school district. The school district shall comply with the notification of destruction of records requirements set forth by the State Board of Education.

Parent/Guardian and Student Rights

Parents/guardians and eligible students have certain rights as to the student's school records. The school will notify parents/guardians and eligible students annually of the following:

1. The right to inspect and review the student's education records;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the Family Education Rights and Privacy Act (FERPA) to the Department of Education; and
5. The right to be informed about FERPA rights.

Student Records Disclosures

A school district in which a student is enrolled or is in the process of enrolling may request the student's education records from any district in which the student was formerly enrolled. When this school district receives such a request, the records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

STUDENT RECORDS (Cont.)

This district may disclose personally identifiable information to third parties, without prior written consent, in order to conduct studies, audits, and evaluations of its educational programs. In such cases, the district will take reasonable steps to ensure that all authorized representatives of the third party are FERPA compliant with the information provided.

REFERENCE: 34 CFR 99.1
18 USC §§2331 and 2332(g)(5)(B)
20 USC 1232
P. O. 107-110, No Child Left Behind Act of 2001
51 O.S. §24A.16
70 O.S. §6-115
70 O.S. §24.101.4
70 O.S. §24-114
TIT. 12A, §§ 15-101 TO 15-121

CROSS-REFERENCE: Regulation FL-R, Compliance with FERPA of 1974