CALEDONIA CENTRAL SUPERVISORY UNION POLICY - D31

Artificial Intelligence in Education

Grades PK–12 | All Schools and Programs

1. Purpose and Scope

This policy establishes a unified SU-wide framework governing the responsible, ethical, and educationally sound use of Artificial Intelligence (AI) tools by all staff, students, and contractors of Caledonia Central Supervisory Union (CCSU). It is grounded in the Vermont Agency of Education's January 2026 AI Guidance and Vermont's commitment to personalized, proficiency-based, and project-based learning.

The Caledonia Central Supervisory Union recognizes that AI technologies present both significant opportunities and meaningful risks in educational environments. This policy is designed to:

- Regulate and set clear boundaries on AI use to protect the integrity of student learning
- Encourage the responsible, age-appropriate integration of AI as a learning support tool
- Safeguard student privacy and ensure compliance with applicable federal and state law
- Build the AI literacy of both staff and students to prepare them for an AI-enabled world

2. Scope & Applicability

This policy applies to all CCSU schools, programs, and personnel, including classroom teachers, special educators, paraeducators, administrators, counselors, and any contractor or volunteer working within supervisory union (SU) systems, as well as all students, when using AI tools:

- On SU-owned or SU-managed devices
- On personal devices while performing SU-related work or assigned coursework
- Within SU networks or using SU accounts
- For any task involving student data, instructional content, or official communications
- In assigned coursework or school-related activities, regardless of where access occurs

This policy covers all AI tools, including but not limited to: generative text AI (ChatGPT, Claude, Gemini, Copilot), AI-assisted grading or feedback tools, AI image generators, AI-powered translation services, and any AI-embedded features within district software platforms.

3. Definitions

Date Warned: *June 5, 2026 - Caledonia Central Supervisory Union Board, July 17, 2026 - Danville School School District, July, 22, 2026 -Cabot School District, August 4, 2026 - Twinfield Union School District, August 6, 2026 -Peacham School District, August 4, 2026 - Caledonia Cooperative School District*

Date Reviewed: *June 15, 2026 - Caledonia Central Supervisory Union Board - Recommended policies for review at the district boards level, August 17, 2026 - Caledonia Central Supervisory Union adopted on behalf of the districts boards - Caledonia Cooperative School District, Danville School District, Peacham School District, Twinfield Union School District, Cabot School District*

Term	Definition
Artificial Intelligence (AI) Tool	Any software, application, or platform using machine learning, natural language processing, or generative AI to produce, assist with, or evaluate content (e.g., ChatGPT, Google Gemini, Copilot, AI writing assistants).
AI-Assisted Work	Any student submission where AI was used to generate, outline, draft, edit, or materially contribute to the final product.
AI-Generated Content	Content produced primarily or entirely by an AI tool with minimal human authorship.
AI Literacy	The knowledge and skills needed to understand how AI tools work, use them responsibly and effectively, and critically evaluate their outputs; including recognizing their limitations, potential biases, and ethical implications.
Approved AI Tool	An AI platform that has been reviewed and formally approved by the SU for educational use.
Educator-Directed Use	AI use that is explicitly assigned, supervised, and contextualized by a certified teacher as part of a defined learning objective.
Personally Identifiable Information (PII)	Any data that could identify a specific student, either on its own or when combined with other information. This includes names, ID numbers, addresses, grades, health records, photos, and similar details. Staff must never enter student PII into any AI tool that has not been approved by the district.

4. Permissible Use by Grade Band

AI access shall be tiered by developmental stage. Greater autonomy is granted as students demonstrate readiness. All use is subject to Sections 5–8 of this policy. Staff should calibrate AI integration based on students' developmental readiness, consistent with Vermont's emphasis on building foundational skills before leveraging AI tools.

Grade Band	Student AI Use	Restrictions	Staff Focus
PK–2	Teacher-led demonstrations only; no independent student use.	No student accounts; no unsupervised access at any time.	Core literacy/numeracy first. AI for differentiation and family communications.
3–5	Supervised use of SU-approved tools for research	Students may not use AI to produce written assignments; AI may not be	Use AI for accessibility supports and

Date Warned: *June 5, 2026 - Caledonia Central Supervisory Union Board, July 17, 2026 - Danville School School District, July, 22, 2026 -Cabot School District, August 4, 2026 - Twinfield Union School District, August 6, 2026 -Peacham School District, August 4, 2026 - Caledonia Cooperative School District*

Date Reviewed: *June 15, 2026 - Caledonia Central Supervisory Union Board - Recommended policies for review at the district boards level, August 17, 2026 - Caledonia Central Supervisory Union adopted on behalf of the districts boards - Caledonia Cooperative School District, Danville School District, Peacham School District, Twinfield Union School District, Cabot School District*

	assistance or exploration, only under direct teacher guidance.	used at home for schoolwork without explicit teacher instruction.	age-appropriate AI literacy concepts.
6–8	Educator-directed use permitted for defined tasks (e.g., brainstorming, research summarization). Students must disclose AI assistance.	AI may not draft, write, or substantially edit student work. Independent home use requires teacher authorization.	Embed AI ethics curriculum. Design AI-assisted project-based learning. Require citation.
9–12	Responsible, disclosed use permitted for approved purposes as defined by the teacher and course syllabus. AI literacy units encouraged.	Undisclosed use in graded work constitutes academic dishonesty. Use on assessments is prohibited unless explicitly permitted.	Integrate AI as college/career prep. Build AI literacy, critical thinking, and original voice.

5. Approved Uses for Staff

Staff are encouraged to explore and use AI tools responsibly to support professional practice. The following uses are approved, subject to all conditions in this policy. Educators may use AI to draft or refine materials on any topic. Human review and ownership are required before distribution of both sensitive and non-sensitive materials, with heightened attention to tone, accuracy, and impact.

5.1 Instructional Support

- Generating lesson plan drafts, unit outlines, and differentiated activities for teacher review and adaptation
- Creating rubrics, formative assessment ideas, and discussion prompts
- Developing accessible materials for students with IEPs, 504 plans, or language needs
- Researching pedagogical strategies and subject content to enrich instruction
- Translating family communications into languages other than English:
  - Critical Communications
  - AI-generated translations must not be used as final content for critical communications. All translations must be reviewed, edited, and approved by a qualified linguist prior to distribution to ensure accuracy, clarity, and compliance. Only CCSU-approved tools may be used to support translation of student or other sensitive information.
  - AI supports the translation of non-critical school communications for families and communities who prefer a language other than English. All AI-generated translations should be reviewed, edited, and approved by a qualified human reviewer prior to distribution. If that is not possible, a disclaimer must be included indicating that the translation was generated using AI, along with guidance on how recipients can request clarification or language support if needed.

5.2 Administrative & Operational Tasks

- Drafting and refining non-confidential communications, newsletters, and meeting agendas
- Summarizing professional development materials or research articles

Date Warned: *June 5, 2026 - Caledonia Central Supervisory Union Board, July 17, 2026 - Danville School School District, July, 22, 2026 -Cabot School District, August 4, 2026 - Twinfield Union School District, August 6, 2026 -Peacham School District, August 4, 2026 - Caledonia Cooperative School District*

Date Reviewed: *June 15, 2026 - Caledonia Central Supervisory Union Board - Recommended policies for review at the district boards level, August 17, 2026 - Caledonia Central Supervisory Union adopted on behalf of the districts boards - Caledonia Cooperative School District, Danville School District, Peacham School District, Twinfield Union School District, Cabot School District*

- Generating template documents for staff or departmental use
- Supporting schedule planning, goal-setting, or school improvement drafting (non-sensitive)

5.3 Classroom Integration & AI Literacy

- Teaching students about how AI works, its limitations, and ethical considerations
- Facilitating guided, supervised student use of approved AI tools for learning purposes
- Designing assignments that explicitly incorporate AI use with proper citation expectations

6. Prohibited Uses for Staff

The following uses of AI by staff are **strictly prohibited:**

6.1 Student Data & Privacy Violations

- Entering any student's personally identifiable information (PII) into a non-SU-approved AI tool, including names, ID numbers, grades, health information, or behavioral data
- Using AI tools that have not been vetted by the SU for FERPA and COPPA compliance
- Allowing AI systems to make final decisions about student placement, discipline, grades, or special education eligibility
- Collecting biometric data (voice, facial recognition, etc.) without explicit written parental consent
- Granting AI tools access to SU systems, email, or file storage without IT approval

6.2 Academic Integrity Violations

- Submitting AI-generated content as entirely the staff member's own original professional work (e.g., grant applications, evaluation self-assessments) without disclosure
- Using AI to complete evaluations, observations, or professional performance documents that require authentic personal reflection
- Staff must not present AI-generated content as entirely their own original work without acknowledgment.

6.3 Unsanctioned or Harmful Uses

- Using AI to generate content that is discriminatory, harassing, or inappropriate for a school environment
- Allowing students unsupervised access to AI tools not expressly approved by the SU for student use
- Using AI surveillance or monitoring tools on students without explicit administrative and legal authorization

7. Academic Integrity

Date Warned: *June 5, 2026 - Caledonia Central Supervisory Union Board, July 17, 2026 - Danville School School District, July, 22, 2026 -Cabot School District, August 4, 2026 - Twinfield Union School District, August 6, 2026 -Peacham School District, August 4, 2026 - Caledonia Cooperative School District*

Date Reviewed: *June 15, 2026 - Caledonia Central Supervisory Union Board - Recommended policies for review at the district boards level, August 17, 2026 - Caledonia Central Supervisory Union adopted on behalf of the districts boards - Caledonia Cooperative School District, Danville School District, Peacham School District, Twinfield Union School District, Cabot School District*

7.1 Staff Responsibilities

Maintaining academic integrity in an AI-enabled environment requires clear expectations from staff and consistent communication with students and families.

- Each teacher must clearly communicate to students and families, in writing at the **start of each course or unit**, whether, when, and how AI tools may be used for assigned work
- When AI use is permitted, the pedagogical rationale should be explained to students
- Assignments should be designed with original context, personal reflection, or real-world data that cannot be replicated by AI alone
- When AI use is permitted, students must cite AI assistance

7.2 Student Disclosure Requirements

Students who use an approved AI tool in any capacity for schoolwork must disclose that use. Disclosure must specify the tool used and the nature of its contribution. Teachers shall provide students with a standard disclosure format at the start of each course.

7.3 Prohibited Student Conduct

The following uses of AI are prohibited at all grade levels and constitute academic dishonesty:

- Submitting AI-generated text, code, or content as the student's own work without disclosure
- Using AI tools during tests, quizzes, or assessments unless explicitly authorized by the teacher
- Using AI to translate or complete assignments in ways that circumvent the learning objective
- Misrepresenting the extent of AI assistance in a disclosure statement

7.4 Consequences for Staff

All SU employees are expected to understand and adhere to this policy. Non-compliance undermines student safety, data privacy, and the integrity of the educational environment. The SU will respond to violations through a process consistent with employment agreements and applicable law.

7.5 Consequences for Students

Violations of this policy shall be addressed under each school's existing Academic Integrity Policy and Student Code of Conduct. Consequences range from assignment credit loss to disciplinary action, depending on severity and grade level. The SU will apply a progressive approach for early grades, prioritizing education over punishment.

8. Educator Guidelines and Responsibilities

8.1 Assignment Design

Educators are encouraged to design assessments that promote critical thinking and are not easily fulfilled by AI tools. When AI use is permitted in an assignment, teachers must:

Date Warned: *June 5, 2026 - Caledonia Central Supervisory Union Board, July 17, 2026 - Danville School School District, July, 22, 2026 -Cabot School District, August 4, 2026 - Twinfield Union School District, August 6, 2026 -Peacham School District, August 4, 2026 - Caledonia Cooperative School District*

Date Reviewed: *June 15, 2026 - Caledonia Central Supervisory Union Board - Recommended policies for review at the district boards level, August 17, 2026 - Caledonia Central Supervisory Union adopted on behalf of the districts boards - Caledonia Cooperative School District, Danville School District, Peacham School District, Twinfield Union School District, Cabot School District*

- Clearly state in writing what AI use is permitted or prohibited for each task
- Explain the pedagogical rationale for permitting or restricting AI
- Define the required disclosure format for that assignment

8.2 Classroom Integration

When incorporating AI tools into instruction, educators must:

- Use only SU-approved AI tools (see Section 6)
- Obtain principal approval before introducing a new AI tool or activity
- Ensure students understand the limitations, biases, and appropriate uses of AI
- Model responsible AI use and critical evaluation of AI-generated content

8.3 Professional Development

The SU shall provide annual professional development on AI literacy, responsible integration, and policy updates. Participation is required for all instructional staff. Staff may not adopt AI tools in instruction without completing foundational SU training.

8.4 Reporting Obligations

Educators who observe or suspect violations of this policy shall document and report the incident through the standard academic integrity reporting process. Educators shall also report any AI tool behavior that raises safety, privacy, or bias concerns to the SU's Technology Department.

9. Data Privacy and Vendor Requirements

9.1 Legal Compliance

All AI tools used in district educational settings must comply with:

- Family Educational Rights and Privacy Act (FERPA)
- Children's Online Privacy Protection Act (COPPA) — for students under age 13
- Children's Internet Protection Act (CIPA)
- Applicable Vermont student data privacy laws

9.2 Vendor Approval Process

No AI tool may be used with students until it has received written approval from the SU Technology Vetting Team. Approval requires:

- Completion of the SU's Student Data Privacy Agreement (SDPA)
- Documentation that the vendor does not sell, share, or use student data for advertising or model training
- Confirmation that student data is not retained beyond the active session or academic year, unless required for educational continuity
- Review by SU legal counsel for tools collecting data from students under 13

Date Warned: *June 5, 2026 - Caledonia Central Supervisory Union Board, July 17, 2026 - Danville School School District, July, 22, 2026 -Cabot School District, August 4, 2026 - Twinfield Union School District, August 6, 2026 -Peacham School District, August 4, 2026 - Caledonia Cooperative School District*

Date Reviewed: *June 15, 2026 - Caledonia Central Supervisory Union Board - Recommended policies for review at the district boards level, August 17, 2026 - Caledonia Central Supervisory Union adopted on behalf of the districts boards - Caledonia Cooperative School District, Danville School District, Peacham School District, Twinfield Union School District, Cabot School District*

9.3 Prohibited Data Practices

The following are strictly prohibited for any AI tool used with students:

- Collection of biometric data (voice, facial recognition, etc.) without explicit written parental consent
- Storage of student personally identifiable information (PII) on servers outside the approved vendor agreement
- Use of student data to train or improve AI models without opt-in consent from parents/guardians
- SU staff uploading student PII (names, IDs, grades) into AI platforms

9.4 Student Accounts and Authentication

Students in grades PK–5 shall not create individual accounts with any AI platform. Students in grades 6–12 may use SU-managed accounts on approved platforms only. Personal AI accounts must not be used for school-related work.

10. Equity & Access

The SU is committed to ensuring AI benefits all students equitably, regardless of disability status, language background, socioeconomic status, or geographic location.

- If AI tools are approved for student use in an assignment, the SU will ensure all students have equal access to those tools
- AI tools will be regularly audited for algorithmic bias that could disadvantage students based on race, ethnicity, gender, disability, or other protected characteristics
- AI-assisted accessibility features (text-to-speech, translation, alternative format generation) are encouraged to support diverse learners and students with IEPs or 504 plans
- The SU will not use AI tools that have been demonstrated to produce discriminatory outcomes

11. Transparency & Family Engagement

The SU is committed to open communication with students, families, and the broader community about how AI is used in our schools. The SU shall:

- Provide annual written notice to parents and guardians summarizing this policy and any AI tools used in instruction
- Publish a current list of approved AI tools on the SU website, updated each year
- Include AI use guidelines in the student and family handbook
- Parents and guardians may contact their child's school principal to discuss AI use in a specific classroom or to raise concerns.
- Concerns related to data privacy may be directed to the SU's Superintendent.

Date Warned: *June 5, 2026 - Caledonia Central Supervisory Union Board, July 17, 2026 - Danville School School District, July, 22, 2026 -Cabot School District, August 4, 2026 - Twinfield Union School District, August 6, 2026 -Peacham School District, August 4, 2026 - Caledonia Cooperative School District*

Date Reviewed: *June 15, 2026 - Caledonia Central Supervisory Union Board - Recommended policies for review at the district boards level, August 17, 2026 - Caledonia Central Supervisory Union adopted on behalf of the districts boards - Caledonia Cooperative School District, Danville School District, Peacham School District, Twinfield Union School District, Cabot School District*

12. Policy Governance and Review

Given the rapid evolution of AI technology, a committee designated by the Superintendent will review this policy annually. Revisions will be submitted to the School Board for approval.

The SU will monitor guidance from the Vermont Agency of Education, the U.S. Department of Education, and applicable state and federal law, and update this policy accordingly. The Superintendent is authorized to issue interim guidance between formal reviews.

Questions regarding this policy should be directed to:

- Instructional use: Director of Curriculum and Instruction
- Technology and data privacy: Director of Technology
- Academic integrity: Building Principal
- Staff disciplinary matters: Human Resources Director

References & Legal Basis

- Vermont Agency of Education, AI Guidance for Schools (January 2026)
- U.S. Department of Education, Dear Colleague Letter on AI in Education (2025)
- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g
- Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§ 6501–6506
- Vermont Student Privacy Alliance standards
- aiVermont, AI Literacy Resources for Vermont Educators (aivermont.org)
- National Education Association, Sample School Board Policy on AI Issues (2025)
- TeachAI, AI Guidance for Schools Toolkit (Seven Principles Framework)
- New York City Public Schools Guidance on Artificial Intelligence (AI)

This policy draft was developed with assistance from Claude, an AI assistant by Anthropic, and reviewed and adapted by district staff. Final content reflects human editorial judgment and approval.

Date Warned: *June 5, 2026 - Caledonia Central Supervisory Union Board, July 17, 2026 - Danville School School District, July, 22, 2026 -Cabot School District, August 4, 2026 - Twinfield Union School District, August 6, 2026 -Peacham School District, August 4, 2026 - Caledonia Cooperative School District*

Date Reviewed: *June 15, 2026 - Caledonia Central Supervisory Union Board - Recommended policies for review at the district boards level, August 17, 2026 - Caledonia Central Supervisory Union adopted on behalf of the districts boards - Caledonia Cooperative School District, Danville School District, Peacham School District, Twinfield Union School District, Cabot School District*