

# Cleveland City Schools Administrative Procedures

## Use of Artificial Intelligence Programs

**4.214.1**

### **General Usage:**

Cleveland City Schools Board Policy 4.214 governs the use of Artificial Intelligence Programs in the school district. The following artificial intelligence programs are approved for general use in the district when policy 4.214 is followed:

1. OpenAI/ChatGPT without Account and Overt Adult Supervision (Grades K-8)
2. OpenAI/ChatGPT with Account (Grades 9-12, Staff)
3. Google Gemini (Staff)
4. MagicSchool / MagicStudent (All)
5. Canva (All)
6. Kami (All)
7. Cograder (Staff)
8. Swiftgrade (Staff)

Approval for general use does not authorize employees or students to enter personally identifiable information, financial information, intellectual property, or other confidential information into these tools unless the tool is also specifically listed below as an approved “walled garden” tool for protected data use.

### **“Walled Garden” Tools for Protected Data Use:**

The following Artificial Intelligence Programs are approved as “walled garden” AI programs for the limited purpose of entering personally identifiable information, financial information, intellectual property, or other confidential information, only when expressly identified for such use in this Administrative Procedure.

This exception applies only when the employee is logged into and actively using a Cleveland City Schools-owned or district-managed account, and only when the AI program operates within a secured, district-controlled environment that meets applicable state and federal data privacy requirements.

Employees shall not enter personally identifiable information, financial information, intellectual property, or other confidential information into any AI program that is not specifically listed below as approved for such use.

The following programs are approved “walled garden” AI programs for protected data use:

1. Google Gemini, when used through the district-managed Google Workspace for Education environment
2. MagicSchool / MagicStudent, when used through the district-managed Cleveland City Schools enterprise account.

*Last Updated 06/2026*