

[DISTRICT NAME] BOARD OF EDUCATION
POLICY: Artificial Intelligence (AI) Use in Schools

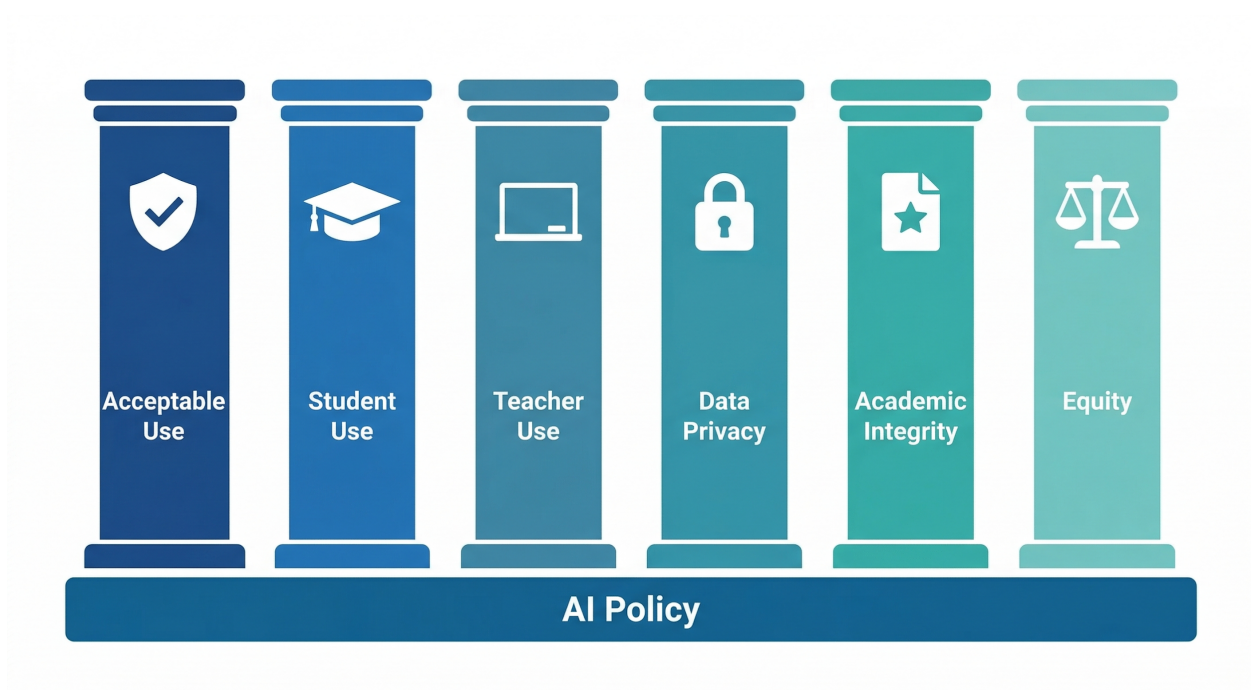
District Information

Field	Information	Grade Levels	Enrollment
District Name	<u>[Full Legal Name of School District]</u>	<u>[e.g., K-12]</u>	<u>[e.g., 2,400]</u>
Superintendent	<u>[Full Name, Ed.D. / Ph.D.]</u>		
Address	<u>[Street Address, City, State, ZIP]</u>		
County / Region	<u>[County Name]</u>		
State / Jurisdiction	<u>[State Name]</u>		
Website	<u>[www.districtwebsite.org]</u>		

Policy Administration

Field	Details
Policy Number	<u>[e.g., 6.4.1 or Policy #3520]</u>
Policy Title	Artificial Intelligence (AI) Use in Schools
Prepared By	<u>[Name, Title — e.g., Director of Curriculum & Technology]</u>
Reviewed By	<u>[Name, Title — e.g., Superintendent / Legal Counsel]</u>
Adopted By	Board of Education — <u>[District Name]</u>
Date Adopted	<u>[Month DD, YYYY]</u>
Effective Date	<u>[Month DD, YYYY]</u>
Supersedes	<u>[Prior Policy Number / Title, or 'N/A — New Policy']</u>
Next Review Date	<u>[Month DD, YYYY (recommended: annual review)]</u>
Legal Reference	FERPA (20 U.S.C. §1232g); COPPA (15 U.S.C. §6501); State Law: <u>[State Citation]</u>

NOTE TO DISTRICT: All red underlined fields marked [] must be completed before this policy is finalized and adopted. Remove this note prior to publication.



1.0 PURPOSE

The [District Name] Board of Education recognizes that artificial intelligence (AI) tools and technologies are rapidly entering educational settings. This policy establishes guidelines for the responsible, equitable, and educationally purposeful use of AI across the district, including by students, teachers, administrators, and staff.

This policy is designed to:

- a. Support and enhance teaching, learning, and district operations through appropriate AI integration;
- b. Protect student privacy and data security in compliance with federal and state law;
- c. Promote academic integrity and critical thinking in the use of AI tools;
- d. Ensure equitable access to AI-enhanced learning opportunities for all students; and
- e. Establish clear expectations for students, staff, and administrators regarding AI use.

2.0 SCOPE & APPLICABILITY

This policy applies to:

- a. All students enrolled in the district (grades K–12);
- b. All certified and classified staff, administrators, and contractors;
- c. All district-owned devices, networks, and technology platforms; and
- d. Personally owned devices when used on district networks or for district-assigned academic work.

2.1 School Buildings Covered

This policy applies to all schools within [District Name], including [list school names or 'all district buildings'].

3.0 DEFINITIONS

For the purposes of this policy, the following definitions apply:

Term	Definition
Artificial Intelligence (AI)	Computer systems designed to perform tasks that typically require human intelligence, including generating text, images, code, data analysis, and automated decision-making.
Generative AI	AI tools capable of producing new content — including written text, images, audio, and code — in response to user prompts (e.g., OpenAI ChatGPT, Google Gemini, Microsoft Copilot, Anthropic Claude).
AI-Assisted Work	Student or staff work that was produced in part through the use of an AI tool, requiring disclosure and citation per this policy.
District-Approved AI Tool	Any AI-enabled platform or application that has been reviewed, vetted, and approved by the district for educational use consistent with applicable privacy laws.
Student Data	Any personally identifiable information (PII) related to a student, as defined by FERPA, COPPA, and applicable state law.
FERPA	Family Educational Rights and Privacy Act (20 U.S.C. §1232g) — federal law protecting student education records.
COPPA	Children’s Online Privacy Protection Act (15 U.S.C. §6501) — federal law restricting collection of personal data from children under age 13.

4.0 STUDENT USE OF ARTIFICIAL INTELLIGENCE

4.1 Permitted Student Uses

Students may use district-approved AI tools for educational purposes, including but not limited to:

- Research assistance and information gathering (with critical evaluation of AI-generated content);
- Data analysis, coding support, and engineering design exploration;
- Brainstorming, outlining, and drafting with appropriate teacher guidance;
- Language support and accessibility accommodations as directed by an IEP, 504 plan, or teacher; and
- Other uses explicitly permitted by the classroom teacher in writing.

4.2 Prohibited Student Uses

Students may NOT use AI tools to:

- i. Submit AI-generated content as their own original work without disclosure, unless explicitly authorized by the teacher;
- ii. Circumvent academic integrity expectations in assessments, tests, quizzes, or independent assignments;
- iii. Enter personally identifiable student information (their own or another student's) into any non-district-approved AI platform;
- iv. Generate content that is harassing, discriminatory, sexually explicit, violent, or otherwise in violation of the district Code of Conduct; or
- v. Attempt to manipulate, jailbreak, or otherwise misuse AI systems in ways contrary to their intended educational purpose.

4.3 Grade-Band Guidance

AI tool use should be age-appropriate and developmentally aligned:

Grades	AI Use Expectations
K–5	AI tools used only under direct teacher supervision. Focus on AI as a concept (what AI is) rather than independent tool use. All AI interactions facilitated by the teacher.
6–8	Limited AI tool use permitted with explicit teacher authorization per assignment. Students must identify and disclose AI-assisted work. Focus on critical evaluation of AI outputs.
9–12	AI tool use permitted for authorized assignments with disclosure and citation. Students expected to demonstrate independent reasoning alongside any AI-assisted work. Career and college readiness AI skills encouraged.

4.4 AI Citation & Disclosure Requirements

When a student uses AI assistance in completing an assignment, the student must:

- i. Disclose the use of AI in a written statement included with the submitted work;
- ii. Identify the AI tool used (e.g., ChatGPT, Google Gemini); and
- iii. Briefly describe how the AI was used (e.g., brainstorming, drafting, data analysis).

District-standard AI citation format: *“AI Assistance Disclosure: [Tool Name] was used to [description of use]. The final work reflects my own analysis and conclusions.”*

5.0 STAFF & ADMINISTRATOR USE OF ARTIFICIAL INTELLIGENCE

5.1 Permitted Staff Uses

Staff may use district-approved AI tools to support their professional responsibilities, including:

- i. Lesson planning, curriculum development, and instructional design;
- ii. Differentiation of instruction and creation of supplementary materials;
- iii. Student feedback, rubric development, and assessment design;

- iv. Administrative tasks such as drafting communications, reports, and documentation; and
- v. Professional development and AI literacy skill-building.

5.2 Staff Responsibilities

All staff using AI tools in their professional capacity must:

- i. Use only district-approved AI tools when handling student data or performing school-related tasks;
- ii. Never enter student personally identifiable information (PII) into non-approved AI platforms;
- iii. Review, verify, and take professional responsibility for all AI-generated content before using it with students; and
- iv. Complete district-required AI professional development as assigned.

5.3 Prohibited Staff Uses

Staff may NOT use AI tools to:

- i. Generate or submit official district records, legal documents, or disciplinary records without human review and authorization;
- ii. Make or automate decisions about student placement, discipline, or special education eligibility without required human oversight; or
- iii. Use non-approved AI platforms with student data in any form.

6.0 STUDENT PRIVACY & DATA SECURITY

6.1 Federal & State Compliance

All AI tools used with student data must comply with **FERPA**, **COPPA**, and [State Privacy Law Citation(s)]. No AI tool may be deployed district-wide unless a Data Privacy Agreement (DPA) has been executed between the vendor and the district.

6.2 District-Approved Tool Requirements

For a tool to be added to the district-approved AI tools list, the vendor must:

- i. Execute a signed Data Privacy Agreement with the district;
- ii. Demonstrate compliance with FERPA, COPPA, and applicable state law;
- iii. Provide clear documentation of how student data is stored, used, and deleted; and
- iv. Not sell, share, or use student data for advertising or commercial purposes.

6.3 Prohibited Data Practices

The following are strictly prohibited under this policy:

- i. Entering student names, ID numbers, addresses, or other PII into non-approved AI platforms;

- ii. Using AI tools that collect biometric data from students without explicit parental consent; and
- iii. Allowing AI tools to make final decisions about students based on automated profiling.

7.0 ACADEMIC INTEGRITY

The district is committed to maintaining a culture of academic honesty. AI tools do not change the fundamental expectation that students demonstrate their own knowledge, skills, and reasoning.

7.1 Teacher Responsibility

Each teacher is responsible for:

- i. Clearly communicating to students at the start of each assignment whether AI assistance is permitted, restricted, or prohibited;
- ii. Designing assessments that appropriately balance AI-assisted and independent work; and
- iii. Reporting suspected academic integrity violations in accordance with the district Code of Conduct.

7.2 Violations & Consequences

Unauthorized AI use constitutes academic dishonesty and will be addressed under the district's Code of Conduct ([\[Policy Number\]](#)) and Academic Integrity Policy ([\[Policy Number\]](#)). Consequences may range from a grade penalty to disciplinary action, depending on severity and grade level.

8.0 DISTRICT-APPROVED AI TOOLS & REVIEW PROCESS

8.1 Approved Tools List

The district maintains a current list of approved AI tools, available at [\[district website URL or technology department contact\]](#). This list is reviewed and updated at minimum annually.

8.2 Tool Request Process

Staff may request the addition of a new AI tool by:

- i. Submitting a written request to the Director of Technology / Curriculum;
- ii. Providing the tool name, vendor, intended use, and student age range; and
- iii. Allowing up to 30 school days for review, DPA execution, and approval or denial.

8.3 Unapproved Tools

Use of non-approved AI tools with students or student data is prohibited and may result in disciplinary action. Staff who discover unapproved AI tool use by students should address it under Section 7.2.

9.0 PROFESSIONAL DEVELOPMENT & AI LITERACY

The district is committed to building educator capacity for responsible AI integration. Professional development will be provided to support:

- a. Foundational AI literacy for all classroom teachers and instructional staff;
- b. Subject-specific AI integration strategies, with particular emphasis on STEM programs, including the use of AI tools for data analysis, coding, engineering design, and scientific inquiry;
- c. Implementation of this policy, including academic integrity expectations; and
- d. Ongoing training as AI tools and best practices evolve.

9.1 Required Training

All instructional staff must complete district-required AI orientation training by [Date or 'within 60 days of hire']. Training records will be maintained by [HR / Technology Department].

9.2 AI and STEM Integration

AI is a foundational technology across all STEM disciplines. The district recognizes that responsible AI integration is essential to preparing students for careers in science, technology, engineering, and mathematics. To that end:

- a. AI literacy shall be incorporated as a component of the district's STEM curriculum at developmentally appropriate levels;
- b. STEM teachers will receive targeted professional development on integrating AI tools into project-based learning, data science, robotics, and computational thinking;
- c. The district will align its AI policy with its broader STEM initiative goals, ensuring that approved AI tools support hands-on, inquiry-driven learning; and
- d. The Director of Curriculum will coordinate with STEM program leads to review AI tool use in STEM courses as part of the annual policy review process.

10.0 EQUITY & ACCESSIBILITY

The district is committed to ensuring that AI-enhanced learning opportunities are available to all students, regardless of race, ethnicity, gender, disability status, English language proficiency, or socioeconomic background.

- a. AI tools used for instruction must comply with ADA and WCAG accessibility standards;
- b. AI tools used for language support or accommodations must be consistent with student IEP and 504 plans;
- c. The district will monitor AI tool use data to identify and address any disparities in access or outcomes; and
- d. AI tools may not be used in ways that perpetuate or amplify bias based on protected characteristics.

11.0 IMPLEMENTATION, OVERSIGHT & POLICY REVIEW

11.1 Responsible Parties

Role	Responsibility
Superintendent	Overall policy oversight; annual report to Board of Education on AI program progress.
Director of Technology / CTO	Maintain approved tools list; execute DPAs; manage tool review process.
Director of Curriculum	Align AI use with instructional goals and STEM initiative; oversee teacher training; grade-band guidance.
Building Principals	Ensure staff compliance; communicate policy to families; address violations.
Classroom Teachers	Communicate assignment-level AI expectations to students; enforce disclosure requirements.
Students	Comply with this policy; disclose AI use as required; demonstrate independent learning.
Families / Guardians	Support student compliance; review district AI policy and tools list; contact the district with concerns.

11.2 Annual Review

This policy shall be reviewed annually by the Superintendent and Director of Technology, and presented to the Board of Education for re-adoption or amendment. Given the pace of AI development, emergency amendments may be made by the Superintendent between annual cycles, subject to Board ratification at the next regular meeting.

12.0 BOARD ADOPTION & SIGNATURES

This policy was reviewed and adopted by the Board of Education at a duly noticed public meeting.

Board President Signature <i>[Printed Name]</i>		Date
Superintendent Signature <i>[Printed Name]</i>		Date

TEMPLATE PROVIDED BY EDFORTECH: *This template is provided as a starting point and does not constitute legal advice. **Districts should have this policy reviewed by legal counsel prior to Board adoption to ensure compliance with applicable federal and state laws.***

NEED IMPLEMENTATION SUPPORT? *EdForTech offers consulting services to help small and mid-sized school districts customize this policy, align AI with their STEM initiative, and train staff for successful adoption. Visit www.edfortech.com or contact us at hello@edfortech.com to schedule a free consultation.*
