

CSD AI Policy

1. INTRODUCTION

This Artificial Intelligence [AI] Policy supports the aims of the Chimacum School District in educating the Chimacum School District community to explore horizons in line with the digital world safely and responsibly. It aims to establish a framework for the ethical and safe use of AI technologies within the educational setting. This policy applies to all members of the Chimacum School District community, including staff, students, and visitors. All staff (including volunteers) and any other users of AI technologies are expected to adhere to this policy. The policy will be reviewed and updated as needed to ensure ongoing compliance with relevant laws and best practices.

2. RATIONALE

AI technologies have the potential to greatly enhance the educational experience, providing personalized learning opportunities, automating administrative tasks, and offering new ways for teachers to engage with their students. However, it is important to recognize the ethical and safety concerns surrounding the use of AI in the classroom. Chimacum School District understands the responsibility to educate our faculty, students, and guests about the importance of AI ethics and safety issues. This policy is designed to help raise awareness and develop the appropriate behaviors and critical thinking skills that enable people to remain both safe and within the law when using AI technologies in and beyond the context of the classroom.

3. ROLES AND RESPONSIBILITIES

The Instructional Technology Committee have ultimate responsibility for AI policy and to confirm and report back that the policy and practices are embedded and monitored. The named AI Ethics and Safety Officers are the _____. All members of the Chimacum School District community are made aware of who holds these posts. It is the role of the AI Ethics and Safety Officers to keep abreast of current issues and guidance.

4. MONITORING

The Chimacum School District has appropriate filters and monitoring in place to facilitate the safe use of AI technologies. The AI Ethics and Safety Officers, together with relevant staff, are responsible for ensuring that AI technologies used within the Chimacum School District are compliant with data protection laws and uphold privacy rights.

5. STUDENTS

5.1 Inclusion

The School strives to establish a consistent message with parents regarding the responsible use of AI for all students, which in turn should contribute to the establishment and future development of the School's AI ethics and safety guidelines. However, the staff is aware that some students may require additional support, including reminders, prompts, and further explanations to reinforce their existing knowledge and understanding of AI ethics and safety

issues. For students with limited social understanding, careful consideration is given to group interactions when raising awareness of AI ethics and safety. AI-related activities are thoughtfully planned and well-managed for these children and young people, ensuring they have the necessary guidance and support to use AI technology responsibly and safely.

5.2 Education

AI technologies are increasingly used across all areas of the curriculum. We believe it is essential for AI ethics and safety guidance to be given to students on a regular and meaningful basis. AI ethics and safety are embedded within our curriculum, with lessons addressing key areas of digital citizenship and AI-related safety.

6. STAFF

6.1 Data Security

Staff members have a responsibility to ensure the security of any personal, sensitive, confidential, and classified information when using AI technologies. Staff should not input the names of students, staff, members of the school community, or any other sensitive information about students and staff into an AI tool unless it has been declared officially safe to do so and approved in writing by the AI Ethics and Safety Officers.

6.2 Response to a Data Breach

In the event of a data breach, it must be reported immediately to _____. The Chimacum School District will follow the procedures outlined in the Data Protection Policy in reporting breaches to _____ and notifying exposed individuals.

7. INAPPROPRIATE MATERIAL OR UNETHICAL USE OF AI

Accidental exposure to inappropriate material or unethical use of AI must be immediately reported to _____. Deliberate exposure to inappropriate material or unethical use of AI must be reported to _____ and will be logged. Depending on the seriousness of the offense, there may be an investigation by _____.