

8.49—CLASSIFIED PERSONNEL USE OF ARTIFICIAL INTELLIGENCE

Definitions

“Artificial Intelligence (AI)” means a machine-based system that can, based on a given set of human-defined objectives, make predictions, recommendations, or decisions influencing a real or virtual environment.

“AI Tools” means Software, hardware, or cloud-based applications that use AI to aid in tasks like content creation, data analysis, and personalized learning. For purposes of this policy, AI tools does not include items such as spell check or grammar check.

"Automated decision tool" means an AI tool that has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions.

This policy governs the use of AI tools by classified employees in the performance of their job duties.

The District will provide training on the use of AI tools, including data privacy requirements. All classified employees shall participate in the District’s training on AI tools before they may use AI tools to assist with any job duties. Classified employees shall participate in additional training sessions and are expected to stay informed about changes to this and related policies regarding the use of AI and data privacy and security.

The use of AI tools by District employees shall adhere to the following:

- Only those AI tools approved by the District’s committee for the selection of AI tools may be used;
- The use of AI tools by employees shall adhere to District policy; State and Federal law; State rules; and federal regulations governing data privacy; and
- Employees shall consult their supervisor or the IT department if unsure about using a particular AI tool.¹

Classified employees are encouraged to use AI tools to enhance job performance and efficiency. Any use of AI tools shall be done in an ethical and responsible manner that protects other employees, students, parents, and the District as a whole.

The following actions are expressly prohibited:

- o The inputting or uploading of information into AI tools unless the AI tool has been approved by the District to accept such information and appropriate data privacy measures are in place to comply with the District’s policies; State and Federal laws; State Rules; and federal regulations on data privacy and security;
- o Using AI tools to generate false or misleading information; and
- o Attempting to bypass security protocols or access restricted data.

While AI tools, including automated decision tools, may be used to assist with administrative tasks, such as scheduling, data analysis, and managing student records, final decisions impacting students or employees must involve human oversight.

Employees are responsible for their use of AI tools and for safeguarding sensitive information. Employees shall report any security incidents or potential data breaches immediately to a supervisor or the IT department.

Employees are encouraged to provide feedback on the usage of AI tools to help the District ensure the effectiveness, ethical compliance, and relevance to the District's educational goals of the AI tools the District is using.

The failure to comply with this policy or a District policy governing the release of information may result in disciplinary action, up to and including termination.

Cross References: 3.58—LICENSED PERSONNEL USE OF ARTIFICIAL
 INTELLIGENCE
 4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY
 INFORMATION
 5.10—ARTIFICIAL INTELLIGENCE
 7.16—INFORMATION TECHNOLOGY SECURITY

Legal References: A.C.A. § 6-18-2601 et seq.
 A.C.A. § 25-1-128
 15 U.S.C. § 6501
 20 U.S.C. § 1232g
 34 C.F.R. Part 99

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