

MSAD 55 AI Guidelines



Purpose

MSAD 55 understands that artificial intelligence (AI) has the capabilities to support and enhance instruction and learning in our schools and classrooms. We recognize that AI can be used in ways counterproductive to the mission and values of MSAD 55, and AI has limitations. If not utilized ethically or with awareness, it can inhibit student learning and academic integrity. We also recognize that the effective use of AI must work with each student's and employee's human intelligence (HI). AI is a complement to HI, not a substitute or replacement.

Definitions

- **Human intelligence (HI)** refers to the capacity of a human to acquire, understand, and apply knowledge, solve problems, think critically, reason logically, and adapt to new situations. It encompasses the ability to learn from past experiences, make decisions, exhibit creativity, and interact effectively with others in various contexts.
- **Artificial intelligence (AI)** is the simulation of human intelligence performed by machines programmed to process data and perform human-like tasks.
 - Some examples are; Google Search, recommendation systems such as Netflix or Amazon Prime, social media platforms, as well as human speech recognition programs such as Siri and Alexa.
- **Generative AI** is artificial intelligence that can produce new original content (images, text, and other media) based on sets of data and patterns.
 - Some examples are; ChatGPT, Google Workspace, Gemini, and Canva.

Privacy and Personal Identifiable Information (PII)

While MSAD 55 currently has many technology safeguards, AI technology is continually and rapidly evolving. It is important for staff to be aware that many AI and generative AI applications can collect student data and personal information, and that many applications have minimum age requirements. In accordance with the Child Online Privacy Protection Act (COPPA), staff are not permitted to put any PII into any generative AI or AI technologies. It is important to seek the counsel of the district technology director when clarity around privacy, confidentiality, and age requirements is needed.

Use of Generative AI and AI with Students

If the AI tool meets the age and safety requirements, generative AI and AI applications may be used in school to supplement, enhance, and extend learning, or provide access to curricular resources or content. Allowing the appropriate use of artificial intelligence to support student learning should be done in conjunction with teaching students its capabilities, limitations, biases, as well as ethical use, and how and when to cite AI as a source. It is important to educate our students on the use of AI, as many currently use it, and all MSAD 55 students will likely use AI in their future educational settings and/or careers.

Updated: 4.13.2026

MSAD 55's Commitment to Students and Families

MSAD 55 will not use any generative AI tool requiring students to have an account, without a data privacy agreement (DPA) with the company, as we do for any software platform. The number of available AI resources is constantly growing, as are its potential uses. As a result, it is a challenge for the district to provide a fully comprehensive approach to using generative AI.

Generative AI is like a smart computer program that can create new material by learning from examples. It can make pictures, music, and stories that it has never seen before. It uses patterns and data to come up with original ideas and is a way to combine creativity and technology.

It is important to note that generative AI is useful for much more than writing. It can also create art, write music, brainstorm, provide feedback on students' own work, quiz students, and more. As a result of the multitude of uses, it is a challenge for the District to provide a one-size-fits-all approach to using generative AI..

MSAD 55 is committed to the use of generative AI when appropriate and safe for students as has been outlined throughout this document. Generative AI may be used in school when it safely supplements student learning. Allowing the appropriate use of artificial intelligence to support student learning also helps to teach students the capabilities, limitations, and ethical use of AI. We feel it is important to educate our students on the use of AI, as many currently use it, and it is likely that all MSAD 55 students will use AI in the future.

ARTIFICIAL INTELLIGENCE

GUIDELINES FOR USE IN MSAD 55



Using Artificial Intelligence ... is like using a calculator.



**Unless your teacher says it's okay,
keep the AI far away.**

If a student does use generative AI at any time for academic reasons, it is expected that it will be used ethically as stated below. Generative AI is an ever-changing tool, not a definitive source. Students are expected to follow the guidelines listed below as part of [Policy IKL: Academic Honesty](#) and [Policy JIC: Code of Conduct](#). In addition, all students are expected to follow academic honesty expectations outlined in their handbooks and syllabi.

- The use of generative AI for academic assignments without teacher permission and guidance is not acceptable.
- Students are expected to use their current skills and learning to critically evaluate all resources and properly cite or give credit.
- AI contributions referenced by students must be true. Students are responsible for any inaccurate information. All generative AI platforms are not 100% accurate. At times, these tools make up information that sounds convincing but isn't real.
- The use of generative AI must not hinder the student learning processes of critical thinking, problem solving, collaboration, effective communication, or other skills necessary to be successful in or out of the classroom. AI is never to be utilized as a sole source. It is always accompanied by the use of HI. AI platforms rely on language patterns to predict what an answer to a prompt should look like. They aren't "thinking" about the right response in a way a student would.

Guidelines for ethical use in AI and generative AI are included below to offer further clarification and support.

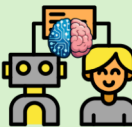
Level 1 No AI Assistance Allowed	Level 2 AI-Assisted Brainstorming	Level 3 AI-Supported Drafting	Level 4 AI-Collaborative Creation	Level 5 AI as Co-Creator
				
No AI tools are used at any point. Students rely solely on their human intelligence, and academic skills. Students accept that inappropriate use of AI violates MSAD 55's "Academic Integrity" policy.	AI tools can be used to help generate ideas. Final content must be created by the students without direct AI input. Evaluate the AI output for accuracy and bias. Cite AI assistance.	AI can be used to help with drafting initial versions. Final version must be significantly revised by students. Clear distinction between AI input and the students' contributions. Evaluate the AI output for accuracy and bias. Cite AI assistance.	AI-generated content can be included. Critically evaluate what AI is used and how they use AI outputs, while also being transparent about the AI usage. Evaluate the AI output for accuracy and bias. Cite AI assistance.	Extensive use of AI in content creation. Student provides a rationale for AI use and ensures original thought. Evaluate the AI output for accuracy and bias. AI usage must be transparent and cited.

Chart above was adapted from the Washington Office of Superintendent of Public Instruction 7.1.2024

**IF THE AI LEVEL ISN'T KNOWN,
MAKE SURE THE WORK IS ALL YOUR OWN!**

Privacy and PII- Non-DPA Approved Tools

As with any other tool and In accordance with the Child Online Privacy Protection Act (COPPA), staff must ensure that they are protecting student data and any other personal identifiable information (PII) they have access to. Student work is never to be entered into an AI tool that does not have a DPA with the MSAD 55. This includes when using AI tools outside of the District.

MSAD 55 will not use any generative AI tool requiring students to have an account, without a data privacy agreement (DPA) with the company, as we do for any software platform. A DPA is a safeguard from the company that states it will not share any student PII. Generative AI that meets DPA criteria, and has been approved through the software technology approval process, may be used in schools.

Privacy and PII- DPA Approved Tools

While generative AI tools cannot fully replace the role of a teacher, they have the potential to enhance the teaching and learning experience. Teachers may choose to utilize a MSAD 55 approved AI tool to provide formative and qualitative feedback on student work. Teachers may input student work into a generative AI tool to ensure the feedback provided by a bot is consistent with teacher expectations. It is important to note that generative AI tools are not to be utilized for grading student subjective work, for example essays, short answer responses, projects, etc.

MSAD 55 Staff & Generative Artificial Intelligence

MSAD 55 considers AI and generative AI to be potential resources for educators. Staff who are using AI or generative AI to assist with work are expected to follow the guidelines listed above. Generative AI is rapidly changing. **As expectations change, the MSAD 55 School District will revisit the guidelines to meet the needs of the current situation.**

Generative AI and Professional Development

Before integrating generative AI into teaching practices, staff must review the following guidelines and will be provided opportunities for professional learning to ensure understanding of the capabilities, limitations, and ethical considerations of the use of AI. As AI evolves, MSAD 55 will continue to offer professional development opportunities that support and enhance instruction and learning.

Use of Generative AI to Develop Curricular Resources

Generative AI is an evolving tool and not a definitive source. Staff are expected to critically evaluate any resources developed with the use of AI for accuracy, limitations, and bias. Staff should ensure that the use of generative AI or AI resources add value to students' learning experiences. When seeking appropriate curricular uses, consider consulting MSAD 55 support, such as the technology director, district library media specialist, district technology integrator and/or curriculum coordinator.

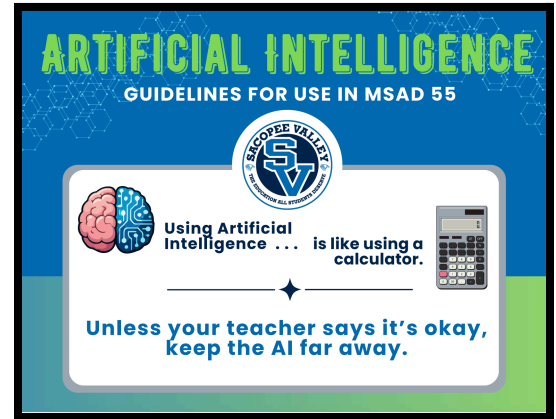
August 2025

****Adopted from Falmouth School District and Bedford, NH School Department***

AI Parent Letter Spring 2026

Dear MSAD 55 Families,

Welcome to the 2026-2027 school year! We are excited about the amazing capabilities Artificial Intelligence (AI) has to transform learning in positive ways for our students, and we look forward to partnering with you to ensure our students always use this technology safely, honestly and effectively. This letter will highlight some key points of our district's AI guidelines to give you a foundation of understanding of MSAD 55's current stance on AI usage.



Our Core Philosophy is that AI is a Partner, Never a Replacement.

At MSAD 55, we view AI as a powerful tool that can **support and enhance** instruction and learning in our classrooms. Our focus must be on using it ethically and mindfully.

- **Human Intelligence (HI) comes first.** We recognize that AI is a **complement** to your child's human intelligence, not a substitute. We teach students to use their critical thinking, problem-solving, and creativity alongside technology.

Keeping Student Data Private and Safe

Student safety and privacy are MSAD 55's top priority as AI technology continuously evolves.

- **Protecting Your Child's Identity:** In accordance with the Child Online Privacy Protection Act (COPPA), MSAD 55 staff are **not permitted** to enter any Personal Identifiable Information (PII)—like your child's name or personal data—into non-approved AI or Generative AI tools.
- **Data Privacy Agreements (DPAs):** We **do not use** any Generative AI tool that requires a student account unless the company has a Data Privacy Agreement (DPA) with the district. This agreement is a safeguard that guarantees the company will not share your child's PII.

How We Use AI in the Classroom

Artificial Intelligence: Classic tools such as Google Search, spell check, Google Maps, Alexa, and Siri.

Discriminative/Predictive AI: These tools don't "create" new content but instead analyze existing data to classify, predict, and adapt. A key example would be learning programs with "Adaptive Learning Platforms" that use algorithms to adjust the difficulty and type of content based on a student's performance in real-time such as eSpark, iReady, IXL, Duolingo and even assessments such as the NWEA.

Generative AI: Tools that create *new* original content such as; text, images, media or music may be used in school when it is safe and appropriate to **supplement, enhance, and/or extend** learning. Our students currently have MSAD 55 approved access to some GenAI through platforms such as Gemini, Canva, Google Workspace, Grammarly, and Magic School.

- **Teaching Responsible Use:** This is a crucial time for all our students to learn about AI's capabilities, limitations, potential biases and hallucinations, as well as how to use AI honestly and ethically. **Learning now will help our students lead responsibly later!**

Shown Below: Classroom chart showing different levels of AI use for varying learning purposes and goals within the classroom.

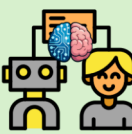
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Academic Honesty: Student Expectations

We expect all students to use AI ethically and responsibly. The core rule is this: **AI is a tool to support, not a replacement for your student's work.**

- Teacher Permission is Required:** The use of Generative AI for academic assignments **without teacher permission and guidance is not acceptable.** *"Unless your teacher says it's ok, keep the AI far away."*
- Students Must Verify:** AI is not a definitive source and can sometimes "make up information that sounds convincing but isn't real". Students are responsible for checking and verifying all information referenced from AI.
- Critical Thinking is Key:** AI must **not hinder** the student learning processes of critical thinking or problem-solving. It must always be accompanied by the use of Human Intelligence.
- It is imperative for students to know and fully understand the ramifications of their actions for AI misuse. Breaking the MSAD 55's Academic Honesty policy will lead to disciplinary consequences as outlined in their student handbook.

MSAD 55 is dedicated to equipping our students for the future, with AI literacy serving as a vital component of that education. By fostering their growth and understanding in this area, we aim to guide them toward even greater achievements!

