

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 4000

Personnel

BP 4040 (1)

Employee Use of Technology

The Governing Board recognizes that technological resources enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting district and school operations; improving access to and exchange of information; enriching curriculum; and enhancing student learning.

Artificial Intelligence (“AI”) is a system of machine learning that can perform complex and original tasks such as problem solving, learning, reasoning, understanding natural language, and recognizing patterns in data. AI is becoming more prevalent in our daily lives and is being integrated in a variety of technical applications. The District recognizes that the use of AI can enhance student learning experiences and be a resource for staff and teachers.

District technology includes, but is not limited to, computer hardware, software, or software as a service provided or paid for by the district, whether accessed on or off site or through district-owned or personally owned equipment or devices, including tablets and laptops; computer servers, wireless access points (routers), and wireless computer networking technology (wi-fi); the Internet; email; applications (apps), including artificial intelligence (AI) apps; telephones, cellular or mobile telephones, smartphones, smart devices, and wearable technology; or any wireless communication device, including radios.

Employees shall review the prohibited and permitted uses of technology as specified in Board Policy 5131.9 - Academic Honesty, be responsible for the appropriate use of technology, and use district technology primarily for purposes related to their employment consistent with board policies and administrative regulations.

An employee may use technology, including AI apps, to assist the employee in the performance of the employee's professional duties, including, but not limited to, the following specific tasks: developing syllabi, creating curriculum, reviewing student work, suggesting instructional strategies, and researching academic content or instructional techniques. Any employee using technology, including AI, shall review and be responsible for any final product or document; not share confidential student records with a third party, such as an AI app, except as permitted by law; and use the technology in accordance with Board Policy 6162.6 - Use of Copyrighted Materials, and in a manner otherwise consistent with law, board policies, and administrative regulations. If an employee is unsure about the appropriate use of technology, the employee shall confer with the Superintendent or designee before using.

As determined by the Superintendent or designee, employees shall receive professional development in the appropriate use of these resources, including in the use of AI apps.

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology, including the use of AI apps. Upon employment and whenever significant changes are made to the district's Acceptable Use Agreement,

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employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use district technology to access, post, submit, publish, display, or otherwise engage with harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The Superintendent or designee shall ensure that all district devices with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 7131; 47 USC 254)

The Superintendent or designee shall regularly review current guidance regarding cybersecurity, data privacy, and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, the monitoring and response to cyberattacks, ensuring data privacy, and managing suspicious and/or threatening digital media content, in accordance with Board Policy 3580 - District Records.

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any district technology, as defined above, even when using their personal devices. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records, including communications, maintained on any personal accounts or devices used to conduct district business are subject to disclosure at the district's request, and pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee.

Inappropriate use of district technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, board policy, and administrative regulation.

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Employees may access their mobile or other communications device if there is a need to seek emergency assistance, assess the safety of a situation, or communicate with a person to confirm the person's safety. (Labor Code 1139)

Use of Artificial Intelligence

The District authorizes the ethical and legal use of AI as a tool to support and expand on classroom instruction, increase learning opportunities, and as a general tool for staff and teachers subject to limitations listed within this policy and any other applicable Board Policies.

The District has developed the following guidelines and protocols for employee use of AI:

1. Before allowing students to use a specific AI platform in the classroom and before using an AI tool as a resource, employees should ensure that the AI system has been vetted and approved by the District or otherwise meets the District's safety standards.
2. Evaluation of an AI tool may include whether it is an open or closed environment for purposes of data collection, whether it meets current student data privacy standards, whether it can be offered in an equitable manner, whether any inherent bias can be minimized or eliminated, and that safeguards are in place to confirm that accurate and factually correct information can be provided.
3. In order to avoid confusion or inadvertent misuse of AI, at the beginning of each academic year (or semester if a semester course), teachers shall provide students and parents with written instructions about the teacher's AI use policy stating whether students will be allowed to use AI in such course or class. This can be accomplished, through the course syllabus, student agreement, parent agreement or other written instrument, and students and parents shall be asked to acknowledge and agree to the teacher's AI policy in writing. If students will be prohibited altogether from using AI for such class, that will be made clear and explicit in the AI use policy. If the teacher will allow the use of AI on a case by case or assignment by assignment basis, then the AI use policy shall state that the use of AI is prohibited unless the teacher explicitly authorizes the use of AI on a particular assignment or project. For each assignment or project where students will be allowed to use AI, the teacher shall clarify both orally and in writing the scope and purposes for which AI may be used, and the consequences for violation (e.g., 50% credit). Teachers shall use good faith efforts to have consistent, fair and equitable policies and consequences within their course/class regarding the use of AI and shall use good faith efforts to coordinate with other teachers teaching the same class to develop consistent policies and consequences for the use of AI. Teachers shall guide and monitor student use of AI in their classes, ensuring that it aligns with the District's Student Acceptable Use guidelines and policies.
4. Employees must be cognizant of the information they are sharing with any AI platform and shall not share any confidential information or personally identifiable information of another student, employee, or other person. Personally identifiable information includes, but is not limited to, a person's name, address, email address, telephone number, Social Security number, or other

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personally identifiable information. Confidential information includes, but is not limited to, information in a student's education record such as their grades and information pertaining to an Individualized Education Plan.

Adopted: 9-17-02

Amended: 3-16-04, 2-19-08, 9-12-23, 6-18-24, 6-17-25

Policy Reference:

State

Gov. Code 11549.3

Gov. Code 3543.1

Gov. Code 7920.000-7930.170

Labor Code 1139

Pen. Code 502

Pen. Code 632

Veh. Code 23123

Veh. Code 23123.5

Veh. Code 23125

Federal

20 USC 7101-7122

20 USC 7131

47 CFR 54.520

Management Resources

California Department of Education
Publication

Court Decision

Court Decision

Publication

U.S. Department of Education Publication

Description

[Cybersecurity](#)

[Rights of employee organizations](#)

[California Public Records Act](#)

[Emergency assistance](#)

[Computer crimes; remedies](#)

[Eavesdropping on or recording confidential communications](#)

[Wireless telephones in vehicles](#)

[Mobile communication devices; text messaging while driving](#)

[Wireless telephones in school buses](#)

Description

Student Support and Academic Enrichment Grants

[Internet Safety](#)

[Internet safety policy and technology protection measures; E-rate discounts](#)

Description

[Artificial Intelligence: Learning With AI Learning About AI](#)

[City of San Jose v. Superior Court \(2017\) 2 Cal.5th 608](#)

[City of Ontario v. Quon et al. \(2010\) 000 U.S. 08-1332](#)

[Guidelines for AI integration throughout education in the commonwealth of Virginia](#)

[2024 National Education Technology Plan](#)

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USDOE Office of Educational Technology Publication	<u>Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations, May 2023</u>
Website	<u>California Governor's Office of Emergency Services</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>Federal Communications Commission</u>
Website	<u>American Library Association</u>
Website	<u>California Department of Education</u>
Website	<u>CSBA</u>
Website	<u>U.S. Department of Education</u>