University Schools

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Use of Artificial Intelligence Programs**	**4.214**	**June 2025**
		Rescinds: **401**	Issued:

General

Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the district.[1]

Only approved AI programs may be utilized in student instruction or in completing student work. The Director of Instructional Technology, shall develop a procedure for staff to submit additional programs for approval.

The Director of Instructional Technology and Student Information is tasked with overseeing the implementation of AI programs. This staff member will review artificial intelligence programs to ensure compliance with district policies as well as state and federal student data privacy laws and present recommendations to the Director of Schools/Vice Provost for approval. Any approved programs shall be accessible to all students.

Employees shall not place personally identifiable information, financial information, intellectual property, or other confidential information into an AI system.

The Director of Schools/Vice Provost, or their designee, shall incorporate training programs on AI into professional development for district staff. This training shall focus on responsible use of AI and best practices for use in school settings and include instruction regarding personally identifiable information and the need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and properly storing any data that is collected by the district in compliance with state and federal law.

STAFF USE

Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting communications, notes, images, and the development of content for instructional or administrative purposes, as well as analyzing data and information. The following requirements shall be adhered to when using AI in the completion of work:

1. Employees shall disclose their use of a generative AI tool if failure to do so would :

a. Violate the terms of the use of the AI tool;

b. Would mislead a supervisor or others as to the nature of the work; or

c. Would be inconsistent with the teacher code of ethics;.[2]

2. Employees shall take all reasonable precautions to ensure the security of private student data when utilizing AI programs;
3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in order to reduce the risk of errors and inaccuracies;
4. Outputs shall not be incorporated into proprietary content or works; and
5. Outputs would not violate any additional University of Memphis policies on use of AI.

STUDENT USE

Teachers may allow students to use approved AI programs for instructional purposes. Any such use shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of AI.

ACADEMIC INTEGRITY

Students shall be instructed on responsible use standards and are still expected to adhere to the school's academic integrity standards.

NOTICE TO PARENTS

University Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in the district.

REPORTING

The Director of Schools/Vice Provost shall submit a report to the Board of Education each June on how this policy will be enforced in the upcoming school year. The Board shall approve the report and the Director shall submit it to the Department of Education by July 1st.

Legal References

1. Public Acts of 2024, Chapter No. 550
2. TCA 49-5-1001