KIPP:MEMPHIS PUBLIC SCHOOLS

Board Policy: Use of Artificial Intelligence (AI)

Policy Number: 500

Effective Date: July 1, 2026

Approved On: June 11, 2026

1. Policy Statement

Artificial Intelligence (AI) programs as defined by state law may be used by staff and students of KIPP Memphis Public Schools. The ethical and responsible use of AI technologies is supported for both instructional and administrative purposes. AI shall only be used to enhance productivity, efficiency, and student learning while complying with applicable law and respecting privacy, confidentiality, and data security.

2. Purpose

This policy is intended to:

- Support the ethical and effective use of AI in instructional and assignment-related activities.
- Provide clear guidelines on the acceptable use of AI tools by all students, staff, and authorized users.
- Ensure compliance with Tennessee state law and applicable federal law, including student data privacy requirements.
- Protect student privacy and the confidentiality of KIPP Memphis data and intellectual property.

3. Scope

This policy applies to all students, employees, and other authorized users of KIPP Memphis Public Schools who use AI technologies in any capacity related to instructional, assignment, or administrative purposes, whether on or off campus using KIPP Memphis' digital and technology resources.

4. Definitions

- **Artificial Intelligence (AI) –** A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments and that is capable of using machine and human-based inputs to perceive real and virtual environments, abstract such perceptions into models through analysis in an automated manner, and use model inference to formulate options for information or action.
- **Approved AI Programs –** AI tools and applications that have been reviewed and approved by KIPP Memphis technology management vendor (Wired Technology) and/or authorized by the Chief Schools Officer (or designee) for use in instruction, student work, or staff activities.

- **Digital and Technology Resources –** Underlying connected technologies that allow the sharing of communications among devices, including data, applications, services, the Internet, email, networks, servers, mobile or wireless devices, software, hardware, desktops, laptops, or services licensed, owned, or administered by KIPP Memphis.
- **Personally Identifiable Information (PII) –** Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.
- **Generative AI –** A category of AI technology capable of generating text, images, audio, video, or other content in response to user prompts.

5. Policy Guidelines

General

Only approved AI programs (Approved AI Program for KIPP Memphis Public Schools) may be utilized in student instruction or in completing student work. The Chief Schools Officer shall develop a procedure for staff to submit additional programs for approval.

The Managing Director of Data, Innovation & Technology (or designee) is tasked with overseeing the implementation of AI programs. These staff members will review AI programs to ensure compliance with KIPP Memphis policies as well as state and federal student data privacy laws, and present recommendations to the Chief Schools Officer 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 Chief Schools Officer (or designee) shall incorporate training programs on AI into professional development for all staff. Training shall focus on responsible use of AI and best practices in school settings, including instruction on personally identifiable information and compliance with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and properly storing any data collected by KIPP Memphis in compliance with applicable law.

Staff Use

Staff may use AI in the completion of their work. This may include, but is not 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 apply:

1. Employees shall disclose their use of a generative AI tool if failure to do so would:
   - Violate the terms of use of the AI tool;
   - Mislead a supervisor or others as to the nature of the work; or
   - Be inconsistent with the KIPP Memphis Code of Ethics (as found in the Employee Handbook).
2. Employees shall take all reasonable precautions to ensure the security of private student data when utilizing AI programs - see notes on the approved AI Program listing;
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;
5. Only reputable, approved AI technology shall be used. Staff wishing to use a new AI tool shall submit their request through the KIPP Memphis AI Tool Request form for review and evaluation prior to implementation;
6. Staff shall refrain from sharing confidential information, login credentials, financial information, intellectual property, or other sensitive information in AI systems. Sharing of KIPP Memphis data requires prior explicit permission from the appropriate department; and

7. Staff shall not use AI to claim AI-generated content as their own original work or in a manner that would constitute plagiarism or a violation of copyright or intellectual property law.
8. When using AI for work related projects, staff should use only approved programs that have accounts through their work email on their KIPP Memphis issued device.

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. AI should be used as a supplementary tool, not a replacement for critical thinking and personal effort.

Students shall adhere to the following when using AI:

- Personal information shall not be input into AI tools unless the tool is approved and secure.
- Students shall follow KIPP Memphis guidelines on data privacy and shall never share login credentials.
- Students shall not use AI to complete assessments, quizzes, or exams unless explicitly permitted by the instructor.
- Any AI-generated content used in submitted work must be properly cited as required by the teacher.

Academic Integrity

Students shall be instructed on responsible use standards including, but not limited to, the following:

- Effective use of generative AI;
- When it is appropriate to use AI in assignments;
- How to determine whether AI responses are accurate;
- Users assume responsibility for incorporating AI content responsibly; and
- The difference between cheating and seeking support.

Notice to Parents/Guardians

The Chief Schools Officer shall provide notice to parents/guardians about the use of AI programs at KIPP Memphis. An approved list of AI programs will be made available via the KIPP Memphis website - kippmemphis.org/academics and on KIPPNet (internal staff page).

Privacy, Monitoring, and Security

Users shall have no expectation of privacy while using KIPP Memphis digital and technology resources. KIPP Memphis reserves the right, at all times, to monitor, access, review, copy, store, or delete any electronic communications or files, including those generated using AI tools. Such information may be disclosed at any time to law enforcement and/or third parties in accordance with applicable law.

Regular audits will be conducted by the Information Technology Managed Services Partner/Vendor, and Managing Director of Data, Innovation & Technology to ensure compliance with this policy, applicable laws, and/or other requirements. This includes monitoring the use of AI tools and evaluating their impact on teaching and learning.

Consequences of Violations

Violations of this policy may result in:

- For students: disciplinary action as outlined in the Student Code of Conduct, including loss of access to KIPP Memphis digital and technology resources, up to and including suspension or expulsion.
- For employees and other authorized users: disciplinary action up to and including termination of employment, loss of access to KIPP Memphis digital and technology resources, restitution for damages, and/or any legal action deemed appropriate.

- Any suspected illegal activity may be reported to appropriate law enforcement authorities.

6. Roles & Responsibilities

Role	Responsibilities
Chief Schools Officer	Is responsible for ensuring this policy is implemented and followed. Develops approval procedures for AI programs, oversees annual reporting to the Board of Directors and the Tennessee Department of Education, and incorporates AI training into professional development.
Managing Director of Data, Innovation & Technology (or designee)	Oversees AI program implementation; reviews AI programs for compliance with KIPP Memphis policies and state/federal data privacy laws; presents recommendations for approval; monitors digital and technology resources; develops training and guidance documents; answers questions related to AI and information technology.
Principals / Executive Staff / Senior Management	Ensure staff in their schools and departments complete required AI training and submit Acceptable Use Agreements; review and approve information published by their school/department; enforce compliance with this policy.
Teachers	Deliver digital citizenship and responsible AI use training to students; monitor use of digital and technology resources in classrooms; ensure student AI use aligns with district guidelines and approved instructional purposes.
Staff (All Employees)	Comply with this policy; complete required training; stay informed of revisions to this policy and related KIPP Memphis guidance.
Students (and Parents/Guardians)	Students are responsible for complying with this policy. Parents/guardians are responsible for reviewing acceptable use agreements and supporting compliance at home.
Human Resources	Addresses employee violations of this policy in coordination with school and regional leadership.
Chief of Staff	Conducts periodic reviews of management's internal controls to provide assurance of compliance with this policy.

7. Policy Review and Reporting Cycle

This policy shall be reviewed annually in March by the Chief Schools Officer, in consultation with the Managing Director of Data, Innovation & Technology and the Chief Operations Officer. The review shall assess the effectiveness of policy implementation, compliance with applicable Tennessee state laws and regulations, alignment with technological advancements, and consistency with KIPP Memphis educational best practices.

Following the annual review, the Chief Schools Officer shall prepare a report summarizing any recommended updates, implementation procedures, and compliance measures for the upcoming school year. The report shall be presented to the Governance Committee in May and subsequently to the KIPP Memphis Board of Directors for approval at its June meeting.

Upon Board approval, the Chief Schools Officer shall submit any required documentation to the Tennessee Department of Education by July 1, in accordance with state law. Any policy revisions approved by the Board shall take effect for the upcoming school year unless otherwise specified.