

Book	Policy Manual
Section	Board
Title	Artificial Intelligence
Code	EDEC
Status	
Adopted	December 9, 2024

### **Artificial Intelligence**

The Board recognizes the need to prepare staff and students for an increasingly technological future. Thus, the Board is committed to providing staff and students with the knowledge and skills necessary to navigate emerging technological innovations effectively and appropriately, including generative artificial intelligence (AI).

For purposes of this policy, "AI tool" is defined as AI applications, algorithms or systems that make use of AI to generate outputs based on human inputs, with an emphasis on generative AI.

All AI tools used by the District must be reviewed by and receive prior approval from the Superintendent/designee. Such approval is required for free and fee-based AI tools used in connection with staff work and student assignments.

The Board directs the Superintendent/designee to develop procedures for staff and students concerning the use of AI and AI tools, consistent with the following:

1. Prohibits use inconsistent with District policies and procedures, classroom instructions and requirements, or State and Federal law;
2. Prohibits use inconsistent with expectations for staff and student conduct, including for discrimination, harassment or hazing and bullying;
3. Prohibits input of confidential staff and student data;
4. Prohibits representing content created using AI or AI tools as their own work product;
5. Requires transparency and accountability regarding disclosure of use of AI and AI tools;
6. Requires vetting of AI and AI tools prior to recommending use by staff and students;
7. Clarifies AI and AI tools approved for use and guidelines for seeking approval of new AI tools and
8. Clarifies that staff and students are held responsible for all reasonably foreseeable negative consequences of use of AI and AI tools.

All District staff and students must comply with all provisions of the District's policies and procedures on the use of generative AI and other emerging technologies and State and Federal law.

### **Reporting AI Concerns and Misuse**

Staff and students with concerns about the safety and effectiveness of the use of AI or AI tools, or who suspect misuse that violates District policies and procedures or other applicable law, should contact the Superintendent/designee.

### **Data Privacy and Management**

The District recognizes the importance of effective data privacy and management, including the protection of District data and information. The District will ensure that confidential data and other sensitive staff and student information is protected while using AI and AI tools.

### **Review of AI Use**

The District will regularly review its use of AI and recommend updates to the Board that address safety, privacy, staff and student needs and other relevant areas. Recommendations to the Board will also address relevant updates to State and Federal laws and guidance concerning regulation of AI.

### **Training**

The District will train staff and students on the requirements of this policy, other District policies and procedures regarding data privacy and management, acceptable uses of AI and AI prohibitions.

Staff and students may be disciplined for use of AI and AI tools inconsistent with District policies and procedures.

**NOTE:** *This sample policy was created to address developments in artificial intelligence (AI) related specifically to generative AI and is not meant to limit more common uses of AI in schools. Some examples of more common uses of AI in schools include AI used in predictive text, spell check, AI used by search engine algorithms, social media algorithms or other similar applications of AI that are already prolific and widely accepted as standard practice in schools.*

*AI refers broadly to any hardware or software programmed to perform tasks that generally require humans by applying probabilistic algorithms. These tasks include problem-solving, decision-making and pattern recognition.*

*Generative AI is an innovation in AI. Generative AI refers to any subset of AI trained to create new and unique content based on human prompts that is programmed to resemble content created by humans. This includes large language models (LLMs) that produce text content like ChatGPT, but also includes generative AIs that produce audio, picture, video or other content.*

*The policy is designed to establish goals, from which additional District-level procedures can be developed for implementation. Districts also can review the InnovateOhio AI toolkit for practical guidance.*