

## ARTIFICIAL INTELLIGENCE

The use of artificial intelligence (AI) has permeated aspects of everyday life, including school district operations, such as email spam filters, navigation apps, search engines, speech recorders, spelling and grammar checkers, and word processing auto-complete suggestions, often embedded into commonly used software. Generative artificial intelligence (GenAI) is a type of AI technology that can quickly generate large amounts of high-quality, convincingly authentic, human-like content, such as language, computer code, data analysis, images, video, and audio, in response to a prompt, based on data that it was trained on.

The Board recognizes that the widespread availability and use of generative artificial intelligence presents both challenges and opportunities for the District. Care must be taken to address and mitigate the challenges and maximize the opportunities to improve student learning and District operations. To that end, the Board has developed this policy and hereby authorizes the Superintendent of Schools to develop any administrative regulations, procedures, and/or protocols necessary to implement it.

### Acknowledgements

The District acknowledges that:

1. GenAI should enhance learning, not replace it. Ai tools should be used to support the learning process, but should not substitute for student understanding and demonstration of knowledge;
2. many students are able to access GenAI outside of school, and may be able to use GenAI to complete school assignments. However, not all students are able or willing to do so and should not be penalized for not using GenAI;
3. the tools to detect the use of GenAI accurately, consistently, and fairly may not be available, may quickly become obsolete, or may be biased; and
4. the data used to train GenAI models is not usually made public, may be biased, and may violate copyright laws. Therefore, the responses generated by GenAI may be biased, wrong, or violate copyright laws.

### Guidelines

All District policies and regulations apply when using GenAI and GenAI may not be used to violate or circumvent District policies and regulations. The District's existing policies on acceptable use of computers (4526) and internet safety (4526.1) as well as its Code of Conduct (5300) apply to the use of GenAI. Additionally, the following guidelines are in place:

1. The Board supports including the principles of responsible and effective use of GenAI, as outlined in this policy, as it relates to the curriculum and digital literacy and citizenship.
2. Students are responsible for their own work, and any errors it may contain, and must cite the sources they use as required by the classroom teacher.

3. Employees may utilize GenAI tools to complement and/or improve teaching or work output, while they remain responsible for all work they produce, and must always review any work generated by GenAI.
4. The Board respects the professional capacity of the instructional staff to assign work that minimizes the potential for students to misuse GenAI or circumvent learning, while promoting critical thinking and enhancing learning.
5. Instructional staff must clearly communicate expectations and limitations regarding student use of GenAI in assignments to ensure responsible, ethical, and academically honest use of these tools. Staff who suspect a student has not done an assignment on their own can request that the student demonstrate their knowledge of the material in other ways.

Any use of GenAI in schools, on school networks/computers, or for school purposes must be compliant with Education Law 2-d and its regulations, particularly whenever student and staff Personally Identifiable Information (PII) is disclosed, including third-party agreements where applicable. Staff must consult with the District's Data Protection Officer to determine compliance with Education Law 2-d. Staff must also be mindful that some GenAI tools are free and others are not, that some GenAI tools are not permitted to be used by those under certain ages, or require parent permission, and that some students and/or parents may not wish to use GenAI tools or input their work into them.

### Requirements

Because any information used as input in a GenAI may be used by that system and potentially made available to other users of the system, District users must not input any sensitive, copyrighted, proprietary, or confidential District information, consistent with applicable state and federal laws and District policies including, but not limited to, the following:

1. Student information: anything that would be protected by FERPA (see policy 5500) or Education Law 2-d (see policy 8635).
2. Staff information: anything that would be protected by Education Law 2-d or Labor Law 203-d (see policy 8635), or other confidential personnel information.
3. School district information: anything that would be withheld from a Freedom of Information Law (FOIL) request (see policy 1120), or private information under State Technology Law §208 (see policy 8635) which would require notification in the event of a breach.

While AI tools may be used to enhance analysis and decision-making by District employees and/or contractors, AI may never be used as a substitute for human judgment; a human must always review the recommendations and make the final decision. Where AI is used to aid in decision-making by District employees and/or contractors, users must document the use of AI.

Additionally, users of GenAI must exercise caution before inputting any work created by District students or employees. When using GenAI for school purposes, users must avoid violating copyright protections, in consultation with legal counsel where appropriate.

### Training, Dissemination, and Review

The Board recognizes the importance of ensuring continuous growth and adaptation due to the evolving nature of AI and its applications in education. The Board further recognizes that professional development is essential for effectively identifying and addressing challenges, as well as leveraging the opportunities afforded by AI. As such, the District shall provide training and/or guidance to help ensure that staff members are equipped with the necessary skills and knowledge to responsibly use AI technologies. Training may include, but will not be limited to, the following:

1. Privacy, safety, security, and data protection;
2. AI literacy and ethical use;
3. AI tools, applications, and integration in the classroom;
4. Transparency and accountability when utilizing GenAI content; and
5. Evaluating GenAI for potential bias and strategies to reduce harm and promote fairness.

Annually, the District will provide families, students, and staff with information regarding its AI policy and the expectations regarding its use.

The District will regularly review this policy in order to ensure it remains in compliance with applicable laws and regulations, District policy, and best practices, in addition to remaining up-to-date with new developments in AI technology and educational methodologies. If changes are needed, revisions will be recommended to the Board for its consideration.

Cross-ref:     0115, Student Harassment and Bullying Prevention and Intervention  
                   1120, School District Records  
                   4526, Computer Use in Instruction  
                   4526.1, Internet Safety  
                   5300, Code of Conduct  
                   5500, Student Records  
                   8635, Information and Data Privacy, Security, Breach and Notification

Ref:     Family Educational Rights and Privacy Act, as amended, 20 USC 1232g; 34 CFR Part 99  
               Public Officers Law §84 et seq. (Freedom of Information Law)  
               Education Law §2-d  
               Labor Law §203-d  
               State Technology Law §208  
               8 NYCRR Part 121

Adoption date: May 21, 2025