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625 - RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

I. PURPOSE

The purpose of this policy is to establish clear and actionable guidelines for the responsible, ethical, and transparent use of Artificial Intelligence (AI) within the school district. This policy seeks to support and enhance teaching, learning, and administrative efficiency while upholding academic integrity, protecting privacy, and ensuring equitable access for all students and staff.

AI language models can assist with tasks ranging from teaching and learning to writing support and data analysis. Used appropriately, AI can enhance student learning, improve educational efficiency, and encourage independent research, curiosity, critical thinking, and problem-solving. The school district also recognizes the limitations of AI and the potential for misuse.

The school district authorizes staff to use, and to permit students to use, AI ethically and legally as a supplemental tool to support classroom instruction, facilitate personalized learning, expand educational opportunities, and assist staff in fulfilling their work responsibilities, consistent with this policy, school district policies, and federal and state law.

Because AI technology is evolving rapidly and continues to reshape teaching, learning, and school operations, this policy and the associated Responsible Use of AI Handbook shall be reviewed and updated regularly to remain current, accurate, and aligned with the school district's mission and legal obligations.

II. GENERAL STATEMENT OF POLICY

A. The school district supports use of AI in ways that uphold academic integrity and foster student critical thinking and original work.

B. The superintendent or designee shall develop and implement a Responsible Use of AI Handbook that expands on this policy and meets both the purpose and the general statements set forth herein. The Responsible Use of AI Handbook shall be reviewed and updated regularly and shall govern operational implementation of this policy.

C. The school district supports AI use as an augmentative tool rather than as an autonomous decision-maker. Human intelligence and the Human-AI-Human (H-AI-H) protocol shall drive the educational process, with humans remaining accountable for decisions and outcomes.

D. The school district supports the use of AI to enhance administrative operations and efficiency.

E. Student and staff use of AI shall be transparent and responsible, with appropriate attribution provided.

F. The superintendent or designee shall implement and regularly review privacy controls and safety features to protect student, staff, and school district data associated with the use of AI technologies consistent with this policy.

G. The school district supports and promotes fair access to appropriate AI tools and shall strive to ensure equitable access for all students and staff.

H. The school district shall provide ongoing training and guidance to mitigate the potential for bias and misinformation and shall hold students and staff accountable for the consequences of AI use.

I. This policy applies to AI use by students and staff when the use occurs on school district property or at school district events and activities, as well as off-campus use when there is a disruption of school operations, interference with another person's rights, use of district systems or data, or another basis for school district authority recognized by law or district policy.

J. The school district recognizes that a student's age is a key consideration in determining appropriate AI use. Age-appropriate guidelines for grades K-5, 6-8, and 9-12 are established and maintained in the Responsible Use of AI Handbook.

III. DEFINITIONS

Definitions of key terms used in this policy—including, without limitation, Artificial Intelligence (AI), Agentic AI, AI Tool Types (Student-Facing, Confidential, and Operational AI), Closed AI Tools, Confidential Data/Information, Deep Fake, Generative Artificial Intelligence (GenAI), Generative AI Chatbots, the Human-AI-Human (H-AI-H) Model, Personally Identifiable Information (PII), Publicly Available AI Tools, School District-Supported AI Tools, Synthetic Media, and Voice Cloning—are set forth in the Responsible Use of AI Handbook and shall be reviewed and updated as needed to ensure alignment with current technology, legal standards, and school district practices. The school district shall provide accessible explanations and examples to support understanding among all stakeholders.

IV. EQUITABLE ACCESS TO AI TECHNOLOGY

The school district is committed to ensuring that all students and staff have fair and equitable access to AI technology and related resources. To meet this commitment, the

school district shall provide necessary devices, connectivity, and assistive technology; regularly assess and address barriers to access related to socioeconomic status, disability, language, and geographic location; deliver ongoing training on technical skills, ethical considerations, bias mitigation, privacy, and responsible use; and engage students, families, and community members in ongoing evaluation of equitable access and AI implementation effectiveness.

If disparities in access, participation, or outcomes are identified, the school district shall take timely corrective action—which may include reallocating resources, providing targeted training or supports, adjusting implementation practices, or updating policies and procedures—and shall communicate and monitor those actions to ensure that AI implementation advances educational equity. Operational details for provisioning, assessment, training, community engagement, and corrective action are set forth in the Responsible Use of AI Handbook.

V. CURRICULUM INTEGRATION AND AI LITERACY

A. The superintendent shall work with school district staff to establish instructional protocols and criteria consistent with the H-AI-H model that:

1. identify teacher AI use to assess student work;
2. restrict AI use in student disciplinary matters, student placement decisions, behavioral assessments, or similar matters;
3. require transparency when AI use is part of a decision about a student;
4. establish the right to request a review of the human decision-making in a consequential AI-influenced decision affecting the student; and
5. articulate the school district's expectations regarding AI-assisted surveillance or behavioral monitoring tools.

Teachers shall provide direction when students are authorized to use AI in an assignment and shall direct student use to ensure alignment with school district policies, administrative guidelines, teacher directions, and applicable requirements regarding district-supported AI tools.

B. Use of AI must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other applicable federal and state laws.

C. Students shall indicate AI use on assignments as required by the teacher and the assignment.

VI. ARTIFICIAL INTELLIGENCE (AI) COMMITTEE

A. Appointment and Structure

The superintendent may appoint an AI advisory group as needed and may determine its membership, size, structure, and term. Detailed roles, charge, and operating procedures may be set forth in the Responsible Use of AI Handbook.

B. Administrative AI Implementation Plan

The superintendent or designee may develop and maintain an administrative AI implementation plan consistent with this policy. The plan may address district priorities, professional learning, supported technologies, data privacy, and responsible implementation. The superintendent may consult with an advisory group and shall periodically inform the school board regarding significant developments in district AI implementation.

C. School District AI Procedures

The superintendent or designee shall develop and implement procedures for staff and students concerning the use of AI that:

1. Prohibit AI use inconsistent with school district policies and procedures, classroom instructions and requirements, or federal or Minnesota law;
2. Prohibit AI use inconsistent with expectations for staff and student conduct, including those involving discrimination, harassment or hazing, and bullying;
3. Prohibit AI input of confidential staff and student data;
4. Comply with the H-AI-H model for consequential actions involving AI use;
5. Promote AI literacy;
6. Require transparency and accountability regarding disclosure of AI use;
7. Require formal review only when a tool will collect protected data, be purchased, be district-integrated, or be assigned directly to students;
8. Identify district-supported AI technologies and establish guidance for the professional selection and use of additional AI tools;
9. Ensure that AI-generated material is retained in accordance with the school district's Records Retention schedule, as set forth in Article XI;

10. Clarify that staff and students are responsible for their own use of AI and compliance with existing policies and that consequences will be addressed through existing student discipline and employee procedures;

11. Provide guidance on handling incidents in which AI-generated images, audio, video, or text involving minors are created or distributed;

12. Provide guidance to school district counselors and other staff on recognizing and addressing unhealthy AI dependency, parasocial or emotional relationships with AI chatbots, overreliance on AI for emotional support or decision-making, and similar AI-related mental health impacts;

13. Address agentic AI and autonomous AI actions; and

14. Establish a structured AI incident-response plan as required under Article XII.

VII. STUDENT USE GUIDELINES

Students may use school district-approved AI tools for educational purposes as directed by teachers and in compliance with assignment guidelines. Students shall verify AI-generated information and acknowledge AI assistance as required by the teacher or assignment. Students are prohibited from inputting personal, confidential, or sensitive information into AI tools. Violations shall be addressed in accordance with Policy 506, other applicable school district policies, and may result in disciplinary or legal action, as appropriate.

The superintendent or designee shall develop and implement Student AI Use Guidelines as part of the Responsible Use of AI Handbook. The guidelines shall address appropriate and prohibited uses of AI, expectations for academic integrity and verification of AI-generated work, privacy and data protection, reporting procedures, and consequences for misuse. The guidelines shall prohibit the creation, distribution, or use of deep fakes, synthetic media, or voice cloning of another person without explicit permission and in accordance with applicable law and school district policy. The superintendent or designee may seek input from an AI advisory group, if appointed, regarding the Student AI Use Guidelines and possible revisions.

VIII. STAFF USE GUIDELINES

Staff may use appropriate AI tools to support teaching, learning, administrative responsibilities, and other school district operations, provided such use is consistent with this policy, other school district policies, the Responsible Use of AI Handbook, and applicable federal and state law. Staff shall exercise professional judgment when selecting and using AI tools and shall remain responsible for all professional decisions and work products supported by AI. Staff shall apply the Human-AI-Human (H-AI-H) model to ensure that human judgment, oversight, and

accountability remain central to the educational process. Staff shall safeguard confidential, private, and proprietary information when using AI tools and are responsible for providing appropriate guidance and supervision regarding student AI use.

The superintendent or designee may seek input from an AI advisory group, if appointed, regarding the Staff AI Use Guidelines and possible revisions. The guidelines shall address appropriate educational and operational uses of AI, privacy and data protection, prohibited uses, expectations for transparency and professional responsibility, investigation procedures, and disciplinary expectations. The guidelines shall prohibit the creation, distribution, or use of deep fakes, synthetic media, or voice cloning of another person without explicit permission and in accordance with applicable law and school district policy. The superintendent or designee may seek input from an AI advisory group, to review the Staff AI Use Guidelines and recommend revisions as needed.

IX. DATA AND ARTIFICIAL INTELLIGENCE

All data use involving artificial intelligence shall comply with applicable federal and state law, school district policies, and the Responsible Use of AI Handbook. The school district shall provide staff and students with training on data stewardship, privacy, cybersecurity, and legal compliance, and shall review and update procedures as laws, technologies, and best practices evolve. Data privacy safeguards shall be reviewed periodically, and proposed changes to district-supported AI technologies shall be evaluated for their impact on data privacy and security.

All school district users are responsible for protecting confidential, private, and educational data when using AI technologies. AI interactions involving student or employee data shall comply with applicable federal and state laws, including FERPA, IDEA, CIPA, COPPA, the Minnesota Government Data Practices Act, and other applicable privacy laws. Users shall not assume that consumer AI products provide protections appropriate for confidential or educational data unless those protections have been verified through applicable school district agreements, procedures, or guidance.

X. AI VENDOR AGREEMENTS AND LICENSING

The school district shall exercise reasonable due diligence when procuring or implementing AI technologies for instructional or operational use. AI technologies that collect, access, store, or process student or employee data shall comply with applicable federal and state laws, school district policies, and applicable contractual requirements.

The superintendent or designee shall establish procedures for evaluating AI technologies and vendor agreements, including consideration of data privacy,

security, accessibility, licensing, educational purpose, and compliance with applicable laws. These procedures shall be maintained in the Responsible Use of AI Handbook.

The school district shall comply with applicable Minnesota statutes regarding educational technology providers, protection of educational data, and parent notification requirements. Information regarding district-supported digital tools and technology providers may be maintained through the district's Digital Tools inventory or other district-approved resources.

Staff and students using district-supported AI technologies shall comply with applicable vendor terms of service, licensing agreements, this policy, and the Responsible Use of AI Handbook. The superintendent or designee shall periodically review district-supported AI technologies and recommend revisions to procedures as needed. The superintendent or designee may seek input from an AI advisory group, if appointed.

XI. AI AND RECORDS RETENTION

A. A document created, received, or maintained through an AI system may constitute a school district record.

B. AI-generated or AI-assisted data shall be treated as a school district record when the data:

1. documents a school district action, policy, or operation; or
2. is relied upon when making an educational, administrative, or financial decision.
3. Records described in Paragraph B shall be retained pursuant to the school district's Records Retention schedule.

XII. REPORTING AI-RELATED CONCERNS, MISUSE, AND INCIDENTS

A. Staff and students should report concerns regarding the safe and responsible use of artificial intelligence, or suspected misuse of AI that may violate school district policies, procedures, or applicable law, to the building principal or the principal's designee.

B. Reports of alleged AI misuse shall be reviewed and addressed in accordance with this policy, the Responsible Use of AI Handbook, and other applicable school district policies and procedures. Student conduct shall be addressed in accordance with Policy 506, K-12 Discipline and Violence Prevention Policy, Policy 524, Internet Acceptable Use and Safety Policy, and other applicable school district policies and procedures. Employee conduct involving the use of

artificial intelligence shall be addressed in accordance with this policy, Policy 524, Internet Acceptable Use and Safety Policy, other applicable school district policies, administrative procedures, and applicable collective bargaining agreements.

C. The superintendent or designee shall develop and maintain procedures within the Responsible Use of AI Handbook for responding to AI-related concerns and incidents. These procedures may include reporting, documentation, notification, and coordination with law enforcement or other agencies when required by law or deemed appropriate.

XIII. TRAINING OF SCHOOL DISTRICT STAFF, TEACHERS, AND STUDENTS

The school district shall provide age- and role-appropriate training or guidance as reasonably necessary.

XIV. NOTICE

The school district shall inform students, parents, and guardians about AI use in the school district when legally required or when a material change directly affects student use, privacy, or family rights.

XV. REVIEW

Because artificial intelligence technologies continue to evolve rapidly, the superintendent or designee shall regularly review this policy and recommend revisions to the school board as needed to address changes in technology, educational practice, and applicable law. The superintendent or designee may seek input from an AI advisory group, if appointed.

Legal References

Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 604.32 (Cause of Action for Nonconsensual Dissemination of a Deep Fake Depicting Intimate Parts or Sexual Acts)
Minn. Stat. § 609.771 (Use of Deep Fake Technology to Influence Election)
Minn. Stat. § 617.262 (Nonconsensual Dissemination of a Deep Fake Depicting Intimate Parts or Sexual Acts)
15 U.S.C. §§ 6501–6506 (Children’s Online Privacy Protection Act)
18 U.S.C. §§ 2510–2523 (Electronic Communications Privacy Act)
18 U.S.C. §§ 2701–2713 (Stored Communications Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights Amendment)
20 U.S.C. §§ 1400–1419 (Individuals with Disabilities Education Act)
29 U.S.C. § 701 et seq. (Rehabilitation Act of 1973)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act)

Cross References

MSBA/MASA Model Policy 406: Public and Private Personnel Data
MSBA/MASA Model Policy 409: Employee Publications, Instructional Materials, Inventions, and Creations
MSBA/MASA Model Policy 506: Student Discipline
MSBA/MASA Model Policy 514: Bullying Prohibition Policy
MSBA/MASA Model Policy 515: Protection and Privacy of Pupil Records
MSBA/MASA Model Policy 524: Internet, Technology, and Cell Phone Acceptable Use and Safety Policy
MSBA/MASA Model Policy 524.5: Personal Electronic Communication Devices
MSBA/MASA Model Policy 601: School District Curriculum and Instruction Goals
MSBA/MASA Model Policy 603: Curriculum Development
District Responsible Use of AI Procedural Guide (operational detail referenced throughout this policy)