

Policy Title	Policy Number	Date Approved/Revised
Responsible Use of Artificial Intelligence	625	DRAFT

1) GENERAL STATEMENT OF POLICY

The School Board recognizes that Artificial Intelligence (AI) has the potential to enhance teaching, learning, communication, and district operations while preparing students for success in an evolving world.

The purpose of this policy is to establish the Board's expectations for the responsible, ethical, and effective use of Artificial Intelligence throughout the district. This policy supports the District's Strategic Plan by encouraging thoughtful, controlled innovation while protecting data privacy, promoting academic integrity, ensuring equitable opportunities, and preserving meaningful human judgment.

2) POLICY

School District 622 supports the responsible use of Artificial Intelligence to strengthen teaching, learning, and district operations while maintaining accountability, protecting students and staff, and preserving public trust.

Artificial Intelligence is intended to augment, not replace, the expertise of educators, the learning of students, or the professional judgment of district employees. Human relationships, critical thinking, and informed decision-making remain central to the educational experience.

The district is committed to:

- a) **Instructional & Operational Enhancement:** Using AI to enhance instruction, learning, creativity, communication, accessibility, and operational effectiveness in support of the district's mission and Strategic Plan.
- b) **The "Human-First" and "Human-AI-Human" Mindset:** The district maintains meaningful human oversight, professional judgment, and accountability for all AI interactions. All district AI use must follow the Human-AI-Human (H-AI-H) model: a human initiates the task, AI assists with generating drafts or ideas, and a human critically reviews, verifies, and takes final ownership of the output. AI shall not function as an autonomous decision-maker for grading, student discipline, employee evaluations, student placement, or special education services.
- c) **Non-Automated Decisions:** Ensuring that decisions that significantly affect students or employees are not based solely on AI and include meaningful human review before implementation.
- d) **Ethical Agency:** Promoting ethical, transparent, and responsible use of AI by students and staff. Users remain fully responsible for the quality, accuracy, and integrity of their work and decisions.
- e) **Data Stewardship:** Protecting student, employee, and district data in accordance with applicable federal and state laws and School Board policies.
- f) **Academic Integrity:** Supporting academic integrity by encouraging original thinking, critical analysis, and appropriate disclosure/citation of AI use when authorized.
- g) **AI Literacy:** Promoting AI literacy so students and staff develop the knowledge and skills necessary to use AI responsibly, ethically, safely, and effectively.
- h) **Equitable Access:** Striving to provide equitable access to approved AI tools and learning opportunities. If an instructor requires AI tools as part of an academic assignment, equivalent tools and access must be provided equitably to all participating students.
- i) **Thoughtful Innovation:** Encouraging thoughtful innovation while evaluating emerging technologies to ensure they support student learning, district operations, privacy, security, and public trust.
- j) **Curriculum & Instructional Material Vetting:** Staff may use approved AI tools solely as a thought partner to assist with lesson planning, differentiation, or professional learning within the scope of their assigned duties. The use of AI does not authorize individual staff to develop, adopt, or alter core curriculum outside of established district processes. All instructional materials, whether AI-assisted or original, must adhere to district-provided resources, ensure alignment with Minnesota Academic Standards, and comply with all district policies governing curriculum selection, equity vetting, and board approval. AI-generated content must not bypass established district review, vetting, or curriculum adoption procedures.

3) DATA PRIVACY & STEWARDSHIP STANDARDS

All AI use within the District must comply with federal and state data privacy laws and is explicitly tied to existing District policies:

- a) **Student Data Privacy (Policy 515):** The collection, entry, or processing of student data using AI tools must comply with Policy 515 (Protection and Privacy of Pupil Records). Students and staff are prohibited from entering personally identifiable information (PII) or confidential student records into unapproved or publicly available AI platforms.
- b) **Personnel Data Privacy (Policy 406):** The use of AI tools involving employee data must comply with Policy 406 (Public and Private Personnel Data). Staff must not upload confidential personnel materials or non-public District documents into any AI platform.
- c) **Vendor Compliance:** All District-procured software utilizing AI must undergo administrative data privacy reviews to ensure vendors do not use District data to train proprietary models, establish clear data deletion rights, and maintain rigorous cybersecurity protocols.

4) **STUDENT DUE PROCESS & DETECTION LIMITATIONS**

To ensure a consistent, standardized environment across all building locations and protect students from algorithmic bias:

- a) **Detection Software Limitations:** AI detection software is documented to have high false-positive rates and disproportionately impacts multilingual learners and students with unique writing styles.
- b) **Human-Centered Investigations:** No student shall be penalized or disciplined for academic dishonesty based solely on the output of an AI detection tool. Staff must conduct a human-centered investigation, incorporating a direct dialogue with the student, draft histories, and comparisons with previous work, prior to pursuing disciplinary action under Policy 506 (Student Discipline).

5) **IMPLEMENTATION & ADMINISTRATIVE AUTHORITY**

To ensure the District remains agile in a rapidly changing technological landscape, the Board delegates operational implementation to the Superintendent or designee.

The Superintendent or designee shall develop, implement, and maintain administrative procedures, guidance, and training necessary to carry out this policy. Administrative guidance and procedures may include, but are not limited to:

- a) Student and staff expectations and guidelines for AI use.
- b) A register of approved, data-compliant AI tools and applications.
- c) Procedures for evaluating emerging AI technologies.
- d) Data privacy and cybersecurity practices.
- e) Instructional guidance and professional learning opportunities.
- f) Procedures for responding to misuse and security incidents (including data breaches and the unauthorized creation or dissemination of synthetic media or "deep fakes" under Policy 524).

6) **ANNUAL REVIEW**

Recognizing that AI technologies and best practices continue to evolve:

- a) The Superintendent or designee shall annually review the district's administrative guidance, implementation practices, and approved AI resources, and recommend administrative revisions as appropriate.
- b) The School Board shall review this policy annually to ensure it remains aligned with district values, educational best practices, technological advancements, and applicable law.

LEGAL REFERENCES

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g
 Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§ 6501-6506
 Children's Internet Protection Act (CIPA), 47 U.S.C. § 254
 Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 et seq.
 Minnesota Government Data Practices Act, Minn. Stat. Chapter 13
 Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56
 Minnesota Official Records Act, Minn. Stat. § 15.17, and applicable records retention requirements
 Other applicable federal and Minnesota laws governing privacy, accessibility, discrimination, intellectual property, procurement, and educational technology.

CROSS REFERENCES

Policy 406, Public and Private Personnel Data
 Policy 506, Student Discipline
 Policy 515, Protection and Privacy of Pupil Records
 Policy 524, Internet Acceptable Use and Safety Policy
 Policy 601, School District Curriculum and Instruction Goals

Policy 606, Textbooks and Instructional Materials
District Artificial Intelligence Guidance for Educators
District Artificial Intelligence Guidance for Students and Families