

Adopted: _____

MSBA/MASA Model Policy 625 Charter
Orig. 2026

Revised: _____

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 charter school. 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.

Artificial intelligence (AI) language models can assist with various tasks from teaching and learning, to writing support, to data analysis. Charter school staff who have access to AI tools should understand underlying behaviors and the potential benefits and limitations associated with use.

The charter school recognizes that the use of AI can, when used appropriately, enhance student learning by improving the efficiency of education, providing new and creative ways to support learning, and encourage independent research, curiosity, critical thinking, and problem-solving. The charter school also recognizes the limitations and potential for misuse of AI.

The charter school authorizes staff members to utilize and permit students to utilize ethical and legal use of AI as a supplemental tool to support and expand on classroom instruction, facilitate personalized learning opportunities, and increase educational and learning opportunities, in accordance with the terms of this policy.

The charter school authorizes staff to utilize AI as a tool in fulfilling their work responsibilities as consistent with federal and state law and charter school policies.

II. GENERAL STATEMENTS OF POLICY

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

B. The charter school supports AI use as an augmentative tool rather than as an autonomous decision-maker. The school recognizes that human intelligence and Human-AI-Human (H-AI-H) protocols should drive the educational process, with AI supporting education and humans remaining accountable for decisions and outcomes.

C. The charter school supports the use of AI to enhance administrative operations and efficiency.

D. Student and staff use of AI shall be transparent and responsible. Appropriate attribution shall be provided.

E. The executive director or designee will implement and regularly review privacy controls and safety features to protect student, staff, and charter school data associated with approved use of AI.

F. The charter school supports and promotes fair access to approved AI tools and will strive to ensure equitable access for all students and staff.

G. The charter school will provide guidance to mitigate the potential for bias and misinformation and will hold students and staff accountable for the consequences of AI use.

H. This policy applies to all AI use by students and staff regardless of whether the use occurs on charter school property, at charter school events and activities, or off campus when a nexus to the charter school's educational environment exists. Student AI use must be consistent with charter school policies on use of cell phones, personal electronic devices, wearable AI devices, and the internet.

I. The charter school recognizes that a student's age may be a key consideration in determining appropriate AI use. For this reason, the charter school establishes the following guidelines:

1. **Kindergarten through Grade 5:** only highly restricted, teacher-mediated AI interactions are permitted. The focus is upon conceptual understanding of AI.
2. **Grades 6 through 8:** structured introduction to AI tools together with appropriate guardrails. Critical thinking about AI outputs and digital citizenship will be addressed.
3. **Grades 9 through 12:** centers upon broader AI access with accountability expectations; preparation of students for AI-integrated postsecondary and workforce environments; advanced AI literacy, including an understanding of how AI models work.

III. DEFINITIONS

Definitions of key terms shall be reviewed and updated as needed by school administration to ensure alignment with current technology, legal standards, and charter school practices.

Artificial Intelligence (AI): A category of computer-based systems that analyze data and recognize patterns to support teaching, learning, and administrative operations, for the purpose of assisting human decision-making, within educational and legal constraints, and excluding the replacement of professional judgment or human accountability.

- **Agentic AI:** Systems capable of undertaking multistep actions autonomously, such as web browsing, code execution, interaction with other software, and rendering sequential decisions, without human intervention at each step.
- **AI Tool Types:**
 - **Student-Facing AI:** Used by or with students for instruction, where student information may be entered.
 - **Confidential AI:** Used for non-instructional purposes, processing confidential data to generate new content or recommendations.
 - **Operational AI:** Used for generating content based on non-confidential data.
- **Closed AI Tools:** Private AI tools accessible by charter school staff only. Sharing data in a Closed AI Tool is more secure than using a Publicly Available AI Tool, though information leaks may still occur.
- **Confidential Data/Information:** Information that the charter school is prohibited by law, policy, or contract from disclosing or that the charter school may disclose only in limited circumstances. Includes personally identifiable information (PII) about students and employees, medical records, student education records, and IEP or Section 504 plan details. Must comply with [Policy 515](#).

- **Deep Fake:** Any video recording, motion-picture film, sound recording, electronic image, photograph, or technological representation of speech or conduct substantially derivative thereof that is so realistic a reasonable person would believe it depicts real speech/conduct of an individual, produced primarily via technical means.
- **Generative Artificial Intelligence (GenAI):** Computer-based systems that generate content—such as text, images, audio, or data analysis—in response to prompts (e.g., LLMs like ChatGPT, Claude, Gemini).
- **Human-AI-Human Model (H-AI-H):** A decision-making framework requiring human judgment at the initiation and human accountability at the conclusion of AI-assisted processes.
- **Personally Identifiable Information (PII):** Information that can be used to distinguish or trace an individual's identity directly or indirectly.
- **Publicly Available AI Tools:** AI tools generally accessible for public use where submitted information may be made public.
- **Charter School-Approved AI Tool:** Any AI platform or application that has been reviewed and authorized by the executive director or designee.
- **Synthetic Media / Voice Cloning:** Digital content or vocal audio replicas created in part or wholly through the use of AI.

IV. EQUITABLE ACCESS TO AI TECHNOLOGY

The charter school is committed to ensuring that all students and staff have fair and equitable access to AI technology and related resources. To fulfill this commitment, school administration will:

- A. **Provision of Resources:** Provide necessary devices, internet connectivity, and assistive technologies to students and staff who need them within available budget parameters.
- B. **Assessment and Barrier Reduction:** Regularly assess and address barriers to access related to socioeconomic status, disability, language, and geographic location.
- C. **Training & Support:** Provide basic guidelines and instructions for staff and students covering technical skills, ethical considerations, privacy, and proper use of approved AI.
- D. **Corrective Action:** If disparities in access, participation, or outcomes are identified, administration will take timely corrective action, such as reallocating existing resources or adjusting implementation practices.

V. CURRICULUM INTEGRATION AND AI LITERACY

A. The administration will work with instructional staff to establish criteria consistent with the H-AI-H model that:

1. Identify appropriate teacher AI to assess student work.
2. Prohibit autonomous 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 for a parent/student to request a review of human decision-making in a consequential decision affecting the student.

B. Any use of AI in the classroom must align with classroom teacher instructions.

C.. Use of AI must comply with FERPA, COPPA, and other state/federal laws.

D.. Students will cite or indicate AI use on assignments as required by the teacher.

VI. STUDENT USE GUIDELINES

Students may use school-approved AI tools for educational purposes only as directed by teachers.

A. **Permitted Student Uses:** When authorized by a teacher, students may use approved AI tools to:

1. Explore and explain academic concepts.
2. Brainstorm ideas and seek guidance on research directions.
3. Receive feedback on drafts or assignments.

B. **Verification and Integrity:**

1. Students must verify AI-generated information using reliable external sources.
2. Any content generated or significantly assisted by AI must be transparently cited.
3. Submitting AI-generated content as original work without attribution is prohibited.

C. **Privacy Protection:** Students must never input personal, confidential, or sensitive information into any AI tool (e.g., passwords, SSNs, financial info, medical details, IEP/504 records).

D. **Prohibited Uses:** Students may not use AI to create/access harmful or explicit material, engage in bullying or harassment, create deep fakes/synthetic media of others, or violate school rules.

E. **Consequences:** Misuse will be handled under the Student Discipline Policy, which may include loss of technology privileges or disciplinary action.

VII. STAFF USE GUIDELINES

Staff may use approved AI tools to enhance educational experiences and fulfill administrative tasks, provided all use complies with applicable laws and school policies.

A. **Educational & Administrative Use:**

1. Staff may use AI for lesson planning, differentiated instruction assistance, administrative tasks, data analysis, and document drafting.
2. Staff must maintain human oversight (H-AI-H model) and retain full professional accountability for all final work and decisions.
3. Teachers suspecting policy violations or uncredited AI reliance should discuss expectations directly with the student before taking administrative disciplinary steps. AI detection tools must not be used as the sole basis for academic dishonesty discipline due to reliability limitations.

B. Privacy & Confidentiality: Staff shall not upload or input confidential, private, or personally identifiable information (PII) regarding students or personnel into any unapproved or public AI tool. School personnel are strictly prohibited from linking district-controlled accounts, software applications, or data systems with any artificial intelligence platforms that lack formal authorization from school leadership. Use of AI must comply with [Policy 515](#).

C. Prohibited Uses: Staff may not use AI tools to generate offensive or discriminatory content, violate privacy rights, or create non-consensual synthetic media/deep fakes of any individual.

D. Discipline: Failure to follow data privacy laws or school policy when using AI tools may result in disciplinary action following [Policy 506](#) up to and including termination.

VIII. AI VENDOR AGREEMENTS AND DATA PRIVACY

A. Educational technology procurement and licensing involving AI components must be vetted by administration to ensure compliance with FERPA, COPPA, and state privacy laws.

B. Vendor agreements must strictly prohibit the vendor from using charter school data or student PII to train public or proprietary AI models.

C. Vendors must provide explicit terms regarding data ownership, breach notifications, and data deletion rights.

IX. AI AND RECORDS RETENTION

AI-generated documents or records relied upon to make official educational, administrative, or financial decisions must be retained in accordance with the charter school's official Records Retention schedule.

X. REPORTING CONCERNS AND INCIDENTS

A. Staff and students should report any AI safety concerns, privacy breaches, or severe misuse directly to the building principal or designee.

B. Administration will handle serious incidents (such as AI data breaches, synthetic media harassment, or widespread cheating) using existing emergency, discipline, and legal reporting protocols.

XI. NOTICE AND REVIEW

A. This policy serves to inform parents and students of general expectations regarding AI technology use.

B. School administration will periodically review this policy and operational guidelines to adapt to evolving technology standards and legal requirements.