

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 appropriate access for all students and staff.

II. GENERAL STATEMENTS 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 school district supports AI use as an augmentative tool rather than as an autonomous decision-maker. The school district recognizes that human intelligence and H-AI-H protocols should drive the educational process, with AI supporting education and humans remaining accountable for decisions and outcomes
- C. The school district 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 superintendent or designee will implement and regularly review privacy controls and safety features to protect student, staff, and school district data associated with approved use of AI.
- F. The school district supports and promotes fair access to approved AI tools and will strive to ensure equitable access for all students and staff.
- G. This policy applies to all AI use by students and staff regardless of whether the use occurs on school district property, at school district events and activities, or off campus when a nexus to the school district's educational environment exists.
- H. The school district recognizes that a student's age may be a key consideration in determining appropriate AI use. For this reason, the school district establishes the following guidelines:
 - 1. Kindergarten through Grade 5: highly restricted, 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;

III. DEFINITIONS

- A. Artificial intelligence (AI). AI in a school district is 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.

- B. **Not Public Data/Information.** Information that the school district is prohibited by law from disclosing or that the school district may disclose only in limited circumstances. Not public data includes, but is not limited to, personally identifiable information (PII) about students and employees, student and staff medical information, student education records, and information about any student's individualized education program (IEP) or Section 504 plan.

C. **Human-AI-Human Model (H-AI-H)**

The H-AI-H model establishes a decision-making framework in K-12 education requiring human judgement at the initiation and human accountability at the conclusion of AI-assisted processes. The model ensures AI serves as an augmentative tool rather than an autonomous decision-maker.

D. **Personally Identifiable Information (PII)**

Information that can be used to distinguish or trace an individual's identity, either directly or indirectly through linkages with other information.

PII includes, but is not limited to:

1. The student's name;
2. The name of the student's parent or other family members;
3. The address of the student or student's family;
4. A personal identifier, such as the student's social security number, student number, or biometric record;
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

E. **Deep Fake**

Any video recording, motion-picture film, sound recording, electronic image, or photograph, or any technological representation of speech or conduct substantially derivative thereof:

1. that is so realistic that a reasonable person would believe it depicts speech or conduct of an individual who did not in fact engage in such speech or conduct; and
2. the production of which was substantially dependent upon technical means, rather

than the ability of another individual to physically or verbally impersonate such individual.

F. School District-Approved AI Tool

Any AI platform or application that has been reviewed and authorized by the Superintendent or their designee. A school district teacher or staff member may request that an AI platform or application be reviewed and authorized. See current Anoka-Hennepin AI guidelines for approved tools.

G. Synthetic Media

Digital content in a media format (including text, images, video, and audio) created in part or wholly through use of AI.

H. Voice Cloning

The use of AI to create a digital replica of another person's voice through the use of recorded audio samples.

IV. STUDENT USE GUIDELINES

Students may use school district-approved AI tools for educational purposes only as directed by teachers and in compliance with assignment guidelines. All AI-generated content must be verified and properly cited. Students are prohibited from inputting personal, not public, or sensitive information into AI tools, whether such information is about themselves or others. Violations will be addressed according to the Student Discipline Policy, with corrective action and support provided as needed.

A. Student Expectations for Responsible AI Use

1. Authorized Use and Compliance

i. Adherence to Directives: Students shall use school district-approved AI tools for educational purposes only as explicitly directed by teaching staff and in strict compliance with specific assignment guidelines.

ii. Acceptable Use Policy: All student use of AI must comply with the school district's broader Acceptable Use Policy and classroom rules.

iii. Teacher Authority: The permissible degree of AI use will vary by class and assignment. Students are required to follow the specific parameters established by their teachers, who retain final authority over whether and how AI may be utilized for any given task.

iv. Age-Appropriate Access: Student AI interactions must align with district age guidelines, ranging from highly restricted use in elementary grades to broader, accountable access in high school

2. Academic Integrity and Attribution

i. Originality of Work: Students must submit original work that genuinely reflects their own knowledge, understanding, and skills. AI is intended to be an augmentative tool for brainstorming, research, or study support, not a replacement for independent thought and analysis.

ii. Prohibition of Plagiarism and Cheating: Presenting AI-generated content as a student's own original work without proper attribution is strictly prohibited

and constitutes plagiarism. Engaging AI to complete assignments on a student's behalf, copying and pasting AI text without credit, or using AI on assessments when unauthorized are explicit violations of academic integrity.

3. Data Privacy and Security

i. Protection of Information: Students are strictly prohibited from inputting personally identifiable information (PII), not public information, or sensitive data—whether pertaining to themselves or others—into any AI tool.

ii. Prohibited Data Types: Examples of restricted information include, but are not limited to: passwords, likenesses, Social Security numbers, financial account information. This is true for all digital tools.

4. Critical Evaluation and Accountability

i. Verification of Outputs: Students bear the responsibility to critically evaluate all AI outputs. Recognizing that AI models can produce inaccurate, biased, or hallucinatory information, students must independently verify AI-generated content using reliable, trusted educational sources (e.g., textbooks, scientific papers).

ii. Human Accountability: Students may not rely solely on AI-generated content without thorough human review. The student remains fully accountable for the final product submitted.

5. Prohibited Conduct and Copyright Compliance

i. Harmful and Discriminatory Use: Students shall not utilize AI tools to create, access, or distribute harmful, threatening, obscene, disruptive, or sexually explicit material. Furthermore, AI shall not be used to engage in harassment, discrimination, bullying, or disparagement of others.

ii. Synthetic Media: Students are expressly prohibited from utilizing AI to generate deep fakes, synthetic media, voice cloning, or substantially similar manipulative content.

iii. Intellectual Property: Students must respect copyright and intellectual property laws, applying the same rules to AI-generated content as to any other published material.

6. Reporting and Disciplinary Consequences

i. Duty to Report: Students should promptly report any concerns regarding unsafe AI practices or observed misuse to a teacher or the building principal.

ii. Consequences of Misuse: Violations of these expectations, including the submission of uncredited AI work, may result in the loss of technology privileges and further disciplinary action in accordance with the Student Discipline Policy or the Code of Student Conduct.

V. STAFF USE GUIDELINES

Staff may use school district-approved AI tools to enhance educational experiences, provided

all use complies with applicable laws and school district policies. Staff must not input public, proprietary, or sensitive information into AI tools. Staff are responsible for guiding and supervising student use, setting clear expectations, and ensuring proper attribution. The school district will provide ongoing training and support and will review staff guidelines regularly.

A. Staff Expectations for Responsible AI Use

1. Authorized Use and the Human-AI-Human (H-AI-H) Model

- i. Professional Application: When using AI, staff shall utilize school district-approved AI tools to enhance educational experiences, increase administrative efficiency, and fulfill work responsibilities in compliance with all applicable laws and district policies.
- ii. H-AI-H Framework: All AI implementations must strictly adhere to the Human-AI-Human (H-AI-H) model. This requires human judgment at the initiation of an AI-assisted process and human accountability at its conclusion.
- iii. Augmentation, Not Replacement: AI must serve solely as an augmentative support tool and shall not replace human decision-making, professional judgment, or ethical responsibilities. Specifically, while AI may assist in assessment design and feedback, it shall not be solely responsible for evaluating student work or assigning grades.

2. Student Supervision and Academic Integrity

- i. Establishing Parameters: Staff are responsible for guiding and supervising student AI use, which includes explicitly communicating when, if, and how AI tools may be utilized for specific assignments.
- ii. Educational Guidance: Educators shall instruct students on digital citizenship, appropriate attribution, fact-checking, and the limitations of AI, including its potential to generate biased or inaccurate information.
- iii. Assignment Design: Staff should design assignments that focus on the learning process and incorporate elements like personal context or original arguments to minimize opportunities for plagiarism and over-reliance on AI.
- iv. AI Detection and Discipline: Staff must recognize that AI detection tools can yield high false-positive rates and shall not use such tools as the sole basis for investigating suspected academic dishonesty or policy violations. Suspected violations must initially be addressed through an educational conversation with the student and or parent (as age appropriate) and in consultation with school administration.

3. Transparency and Professional Modeling

- i. Modeling Responsible Use: Staff must model ethical technology use for students by transparently disclosing their own use of AI in lesson planning and instruction, and by demonstrating proper citation of AI tools.
- ii. Verification of Content: Staff must remain professionally accountable for all work products involving AI. Staff must critically evaluate all AI-generated content for accuracy, reliability, and curriculum alignment prior to use or distribution.

4. Data Privacy and Security

- i. Legal Compliance: Staff must ensure that all AI use strictly complies with federal and state data privacy laws—including Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities (IDEA), Children’s Internet Protection Act (CIPA), and Children’s Online Privacy Protection Rule (COPPA) as well as district data policies.
- ii. Restricted Data Types: Prohibited data inputs include, but are not limited to, private educational data, medical information, passwords, Social Security numbers, financial credentials, personnel materials, and any non-public district documents.

5. Copyright and Intellectual Property Compliance

- i. Protection of Curriculum: Staff shall not input copyrighted materials into AI tools including publisher-owned curriculum materials, textbooks, or resources protected by login credentials.
- ii. Intellectual Property Rights: Staff must ensure that any lesson materials or content generated or augmented by AI respect all copyright and trademark laws and are properly attributed.

6. Prohibited Conduct and Disciplinary Consequences

- i. Harmful Use: Staff shall not use AI tools to create, access, or distribute harmful, threatening, obscene, disruptive, or sexually explicit materials. AI shall not be used to engage in harassment, discrimination, bullying, or disparagement of others.
- ii. Synthetic Media: The utilization of AI to generate deep fakes, voice cloning, or manipulative synthetic media is expressly prohibited.
- iii. Disciplinary Action: Staff who violate these expectations and policies are subject to disciplinary action.

VI. DATA AND ARTIFICIAL INTELLIGENCE

All data use involving AI must comply with applicable state and federal laws, school district regulations, and acceptable use policies. The school district will train staff on data stewardship, privacy, and legal compliance, and will update procedures as laws and technologies evolve. Data privacy safeguards will be reviewed annually, and any changes to AI products or services will be carefully evaluated for impact on data security.

All data use must comply with all state and federal laws and school district regulations and requirements, including the school district's acceptable use and data policies. All school district users must ensure that all AI interactions comply with state and federal laws, especially regarding student data under FERPA, IDEA, CIPA, and COPPA.

Although AI products may claim to have some privacy safeguards in place, users should assume that all consumer AI products make data publicly available unless otherwise indicated pursuant to explicit official agreement with the school district.

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

Staff and students should contact the building principal or supervisor if concerns regarding safe and effective use of AI arise or if they suspect AI misuse that violates school district policies, procedures, or applicable laws.

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)

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Adopted: October 26, 2026

(All formatting adjusted prior to posting on the district website.)