625-R ARTIFICIAL INTELLIGENCE RESPONSIBLE USE REGULATIONS

I. GENERAL USE REGULATIONS

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

Staff and students are authorized to use AI ethically and legally as a supplemental tool to support instruction, personalize learning, and expand educational opportunities, subject to district guidelines. Staff members are authorized to utilize AI to assist with their professional responsibilities, provided all use complies with federal and state laws, as well as established school district policies.

1. 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
2. The school district supports use of AI in ways that uphold academic integrity and foster student critical thinking and original work.
3. The school district supports use of AI to enhance administrative operations and efficiency.
4. Student and staff use of AI shall be transparent and responsible. Appropriate attribution shall be provided.
5. 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.
6. The school district supports and promotes fair access to approved AI tools and will strive to ensure appropriate access for all students and staff.
7. The school district will provide guidance to mitigate the potential for bias and misinformation and will hold students and staff accountable for inappropriate or unacceptable use of AI.
8. These regulations apply 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. Student AI use must be consistent with school district policies on use of cell phones, personal electronic devices, wearable AI devices, and the internet.

II. DEFINITIONS

Definitions of key terms—including Artificial Intelligence (AI), Generative Artificial Intelligence, closed and publicly available AI tools, confidential data, personally identifiable information (PII), and school district-approved AI tools—shall be reviewed and updated as needed to ensure alignment with current technology, legal standards, and school district practices. The school district will provide accessible explanations and examples to support understanding among all stakeholders.

Artificial intelligence 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.

The following definitions shall be used in implementing the Artificial Intelligence Use Regulations:

1. **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.
2. **Agentic AI:** 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.
3. **Confidential Data/Information**: Information that the school district is prohibited by law, policy, regulation, or contract from disclosing, or that may be disclosed only under limited circumstances. Confidential data includes, but

is not limited to, personally identifiable information about students or employees; student education records; personnel data; medical or health information; and information contained in an Individualized Education Program (IEP), Section 504 Plan, or other protected school district record.

4. **Closed AI Tool**: An AI tool that is accessible only to authorized school district users and operates within a controlled environment governed by a formal school district agreement. Access restrictions alone do not authorize users to enter confidential, private, personally identifiable, or sensitive information into the tool. Such information may be entered only when expressly authorized by the school district.
5. **Generative Artificial Intelligence (GenAI):** Computer-based systems that generate new content, such as text, images, audio, video, or data analysis—in response to prompts (e.g., ChatGPT, Claude, Google Gemini, Microsoft Copilot).
6. **Generative AI Chatbots:** A chatbot with generative AI capabilities that uses large language models (LLMs) and machine learning to simulate natural, human-like conversations and generate content, code, or images in real time. Examples include ChatGPT, Claude, Google Gemini, Meta AI, Microsoft Copilot. It is possible that AI programs, including Generative AI Chatbots, may "hallucinate" (create information that is not true, misleading, or nonsensical).
7. **Human-AI-Human Model (H-AI-H):** A decision-making framework in K-12 education requiring human judgment at the initiation and human accountability at the conclusion of AI-assisted processes, ensuring AI serves strictly as an augmentative tool.
8. **Personally Identifiable Information (PII)**: Information that can be used, either alone or in combination with other information, to identify, distinguish, locate, or trace a specific individual. PII includes, but is not limited to, a person's name; the names of parents or family members; home address; email address; telephone number; Social Security number; student or employee identification number; biometric record; date or place of birth; financial or medical information; likeness; voice; and other direct or indirect identifiers that would allow a reasonable person to identify the individual with reasonable certainty.
9. **Publicly Available AI Tool**: An AI tool generally available for public or consumer use and not governed by a formal school district agreement. Users should assume that information entered into a publicly available AI tool may be retained, reviewed, disclosed, or used to train or improve the tool. Confidential, private, personally identifiable, proprietary, or sensitive information shall not be entered into a publicly available AI tool.
10. **Synthetic Media / Deep Fake:** Digital content in a media format (including text, images, video, and audio) created in part or wholly through the use of AI, or realistic technological representations of speech or conduct that depict an individual who did not engage in such speech or conduct.
11. **Voice Cloning:** The use of AI to create a digital replica of another person's voice through the use of recorded audio samples.
12. **School District-Approved AI Tool:** Any AI platform, software component, or application that has been formally vetted, reviewed, and authorized by the school district.

Note: Technical definitions regarding general computer networks, hardware, and mobile devices are incorporated by reference from Technology Policy 631-R.

III. AGE-BASED GUIDING PRINCIPLES

The school district recognizes that a student's age is a key consideration in determining appropriate AI interaction. The school district establishes the following developmental framework for instructional integration:

1. **Kindergarten through Grade 5:** Only highly restricted, teacher-mediated AI interactions are permitted. The core educational focus is on the conceptual understanding of AI. Individual student use of technology tools and limitations remain governed by Technology Policy 631 and 631-R.
2. **Grades 6 through 8:** Structured introduction to approved AI tools together with appropriate district guardrails. Instruction will address critical thinking about AI outputs and digital citizenship.
3. **Grades 9 through 12:** Centers upon broader AI access accompanied by clear accountability expectations, preparing students for AI-integrated postsecondary and workforce environments, alongside advanced AI literacy and model mechanics.

IV. RESPONSIBILITIES AND ACCEPTABLE USE

A. Superintendent and District Administration

The superintendent or designated administrators shall:

1. Identify appropriate use of AI by staff and students in alignment with Balanced Technology Framework, including but not restricted to instructional and curricular integration, staff use of AI, and AI use in administrative tasks.
2. Provide training, when appropriate, on AI literacy and ethical use, including responsible and appropriate use of district-approved AI tools.
3. Review and maintain the list of School District-Approved AI Tools for student and staff use.
4. Regularly review and implement privacy controls, cybersecurity parameters, and safety filters to protect student, staff, and school district data associated with approved use of AI. Ensure that AI use complies with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other federal and state laws.
5. Establish safeguards for consequential decisions involving students. AI-generated information or recommendations shall not serve as the sole basis for decisions involving student discipline, grading, placement, eligibility for services or programs, behavioral assessment, or other decisions that may significantly affect a student's educational experience. Any such decision must include meaningful review and independent professional judgment by an authorized school district employee.
6. When AI materially contributes to a consequential decision affecting a student, the school district shall provide appropriate transparency regarding the role of AI in the decision. A student or parent/guardian may request review of the decision by an authorized school district employee who will evaluate the relevant information and exercise independent professional judgment.
7. AI-assisted surveillance, facial recognition, behavioral monitoring, risk assessment, or similar technologies may not be implemented unless they have been formally reviewed and approved to ensure a clearly defined educational, safety, or operational purpose.
8. Information generated by an AI-assisted surveillance or behavioral monitoring tool shall not serve as the sole basis for disciplinary action or another consequential decision affecting a student. An authorized school district employee must review and independently verify relevant information before action is taken.

B. Building Principals

School building principals or their designees shall serve as building-level coordinators for AI implementation, oversee building-level training, and handle reports of AI misuse or academic dishonesty.

C. District Staff

Staff may use school district-approved AI tools to enhance educational experiences, provided all use complies with applicable laws and school district policies. Staff are responsible for guiding and supervising student use, setting clear expectations, and ensuring proper attribution. Staff shall evaluate whether AI is instructionally appropriate, accurate, reliable, and standards-aligned before using it.

Any use of AI in the classroom or on class assignments must align with the teachers' instructions and use expectations. Teachers will provide direction when students are authorized to use AI in an assignment. Teachers will direct student use of AI, ensuring that it aligns with the school district guidelines and policies, including the school district's approved AI tools.

Staff shall:

1. Educate themselves about AI literacy, ethical constraints, and participate in district-mandated cybersecurity and AI awareness training.
2. Consult AI for ideas, outlines, and other methods to enhance students' educational experience, such as supplementing lesson plans, providing differentiated or personalized instruction, and aiding in curriculum development.
3. Model and teach students acceptable use, proper attribution, fact-checking, and risk identification regarding AI

output.
4. Supervise student use of AI in the classroom, ensuring it aligns strictly with specific assignment parameters and approved tools.
5. Implement the H-AI-H model, maintaining absolute professional responsibility and human oversight for instructional delivery, student behavioral assessments, and grading.
6. Use AI to assist with work responsibilities, improve efficiency, and support students and their families, staff, and the school district, consistent with district policies and regulations.

D. Students

Students using the District System or utilizing district-approved AI tools in connection with schoolwork shall read, understand, and abide by these regulations, utilizing approved AI tools for educational purposes only under the explicit direction of a teacher. 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, confidential, 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.

1. When authorized by the teacher, students may use district-approved AI tools to help them explore and explain academic concepts, brainstorm ideas, and seek feedback on ideas or drafts.
2. Students shall verify AI-generated information using reliable sources such as textbooks, scientific papers, or reputable educational websites.
3. Students shall indicate AI use on assignments as required by the teacher and the assignment.

E. Parents/Guardians

Parents and guardians are responsible for reviewing AI literacy and safety concepts with their students, and partnering with the district to guide technology choices when students access district systems from home.

V. INSTRUCTIONAL GUIDELINES & ACADEMIC INTEGRITY

1. **Permitted Discretionary Use:** When explicitly authorized by the instructor, students may use approved AI tools to explore concepts, brainstorm research pathways, or receive structural feedback on drafts. Student use of approved AI tools is in alignment with H-AI-H protocols and the Balanced Technology Framework guidelines.
2. **Verification Mandate:** Students must independently fact-check and verify AI-generated information using reliable, authenticated sources (e.g., textbooks, academic databases) due to the documented risk of AI "hallucinations" or mistakes.
3. **AI Misuse Investigations:** Instructors who suspect a violation of academic integrity involving AI shall first conduct an educational conversation with the student. If further investigation is required, staff must consult building administration.

AI Detection Tool Constraints: AI detection software exhibits high false-positive rates and may disproportionately flag students with specific and unique writing styles. Consequently, AI detection tools must be independently validated before use and **shall not** serve as the sole basis or definitive evidence for disciplinary action or a finding of policy violation.

VI. STUDENT WELL BEING AND AI

The school district recognizes that excessive or inappropriate interaction with AI systems, particularly conversational AI tools, may negatively affect student well-being. The school district will provide age-appropriate guidance to students and relevant training or resources to counselors, teachers, administrators, and other staff regarding potential concerns, including:

- Unhealthy reliance on AI tools or chatbots.
- Parasocial or emotional relationships with AI systems.
- Overreliance on AI for emotional support, personal decision-making, or social interaction.

- AI-generated content that encourages self-harm, violence, exploitation, unsafe behavior, or other threats to student welfare.

Staff who become aware of a potential student well-being or safety concern involving AI shall follow established school district student-support, mental-health, safety, and mandatory-reporting procedures. AI tools shall not replace appropriate support from parents/guardians, educators, counselors, licensed professionals, or emergency services.

VII. UNACCEPTABLE AND PROHIBITED AI USES

While not an exhaustive list, the following applications of Artificial Intelligence are strictly prohibited across all users:

1. **Academic Dishonesty and Plagiarism:** Submitting AI-generated content or content significantly assisted by AI as original work without explicit teacher authorization and proper attribution.
2. **Prohibited Material Generation:** Utilizing AI tools to create, access, display, or distribute harmful, threatening, obscene, disruptive, or sexually explicit language, text, images, audio, or video. This includes any deep fakes, synthetic media, voice cloning, or similar content, including creating content in the likeness of another without explicit consent and in accordance with all laws, statutes, and district policies and regulations.
3. **Harassment and Bullying:** Engaging in cyberbullying, harassment, discrimination, personal attacks, or disparagement of others through AI-generated text or media, in alignment with *Policy 528 (Bullying Prohibition)*.
4. **Unauthorized Synthetic Media:** Utilizing AI to create deep fakes, voice cloning, or nonconsensual synthetic media targeting students, staff, or community members. Staff and students shall not create synthetic representations of another individual without explicit, legally permissible consent.
5. **Data Protection Infringement:** Uploading, inputting, or feeding confidential, proprietary, private, or sensitive information into an open or consumer AI tool. Examples include, but are not limited to, passwords, names, likeness, Social Security numbers, credit card or bank information, personnel materials, details from IEPs, Section 504 Plans, or medical records.

VIII. DATA AND ARTIFICIAL INTELLIGENCE

All data use involving AI must comply with state and federal laws, including FERPA, IDEA, CIPA, and COPPA, as well as school district regulations and acceptable use policies. The district will train staff and students on data stewardship and privacy, conduct annual reviews of data safeguards, and evaluate technology changes for security impacts. Users must assume that consumer AI products make data public unless an explicit official agreement with the school district governs it.

IX. AI VENDOR AGREEMENTS AND CONTRACTUAL SAFEGUARDS

Any commercial AI or educational technology that embeds AI components procured by Independent School District 284 must execute a formal contract that ensures appropriate security safeguards.

A. Procurement and Evaluation

The School District, in consultation with legal counsel, shall establish an AI technology evaluation and procurement process. Evaluation criteria must include data handling, model transparency, bias auditing, accessibility compliance, and federal/state privacy compliance (including FERPA/COPPA). Educational technology vendors must disclose any embedded AI components.

B. Contractual Safeguards:

Any commercial AI technology procured by Independent School District 284 must execute a formal contract that explicitly:

1. Establishes clear district ownership of user-generated content and prohibits broad vendor rights to district data.
2. Strictly prohibits the use of student or employee data for model training or refinement.
3. Guarantees data deletion rights, explicit breach notification terms, and clear data residency mapping.
4. Addresses district rights if the vendor alters terms of service, is acquired, or ceases operations.

C. User Compliance

Users of district-provided AI technologies must comply with vendor licensing agreements. Violations may result in loss of access and disciplinary action.

X. AI AND RECORDS RETENTION

An electronic document, data output, or communication log created, received, or maintained through an AI system constitutes a school district record when it documents an official action, policy, or operation, or is relied upon in making an educational, administrative, or financial decision. Such data shall be preserved and managed in accordance with the district's established Records Retention Schedule.

XI. INCIDENT RESPONSE AND DISCIPLINARY ACTIONS

1. **Reporting:** Staff and students who encounter unsafe AI practices, data exposures, or targeted synthetic media shall immediately notify the appropriate staff, including but not limited to the building principal or tech administration.
2. **Incident Review and Response:** Staff shall integrate AI-specific protocols, including clear escalation paths, evidence preservation, and post-incident reviews, into existing district incident response frameworks to address technology and/or AI related incidents including, but not limited to, automated cheating at scale, data breaches, or deep-fake exploitation.
3. **Consequences for Misuse:** Student violations will be addressed in accordance with the Student Discipline Policy (502 and 502-R). Corrective actions may result in the temporary or permanent revocation of AI privileges, academic grading adjustments, or further disciplinary action, depending on the severity.

XII. NOTICE

The school district will inform staff, students, parents, and guardians about AI use in the school district, including any significant changes.

XIII. REVIEW

With input from students and appropriate staff, the superintendent or designee will regularly review AI use and procedures to enhance safety, security, and privacy, adapt to evolving technologies, and recommend relevant updates to the school board

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: Policy 403: Harassment and Violence

Policy 418 and 418-R: Public and Private Personnel Data
Policy 421: Employee Publications, Instructional Materials, Copyright and Patent Ownership
Policy 524.5: Personal Electronic Communication
Policy 502 and 502-R: Student Discipline
Policy 511 and 511-R: Student Records
Policy 528: Bullying Prohibition
Policy 532 and 532-R: Equal Educational Opportunity
Policy 603: Instructional Goals
Policy 613 and 613-R: Instructional Material Review Selection and Use
Policy 631 and 631-R: Technology Use