**MEMORANDUM**
TO: Members of the School Board
FROM: District Administration / Policy Committee
DATE: November 9, 2026

**SUBJECT**: **First Reading: Policy 625 – Responsible Use of Artificial Intelligence**

- Purpose & Action Requested: Tonight marks the First Reading of proposed Policy 625 (Responsible Use of Artificial Intelligence). The Second Reading is scheduled for December 2026.
- **Policy Inception & MSBA Model:**
    - Development began following the release of the Minnesota School Boards Association (MSBA) model policy on Artificial Intelligence in March 2026.
    - Administration recognized that while existing technology, academic integrity, and data privacy policies provide a strong baseline, emerging generative and agentic AI tools require distinct guidance, operational guardrails, and defined boundaries.
- **Collaborative Review & Refinement Process:**
    - Over the past six months, internal leadership across academics and technology developed draft language tailored specifically to district needs and learning standards.
    - The policy framework was presented for pedagogical review and background context to the Policy Committee of the Board on August 28 and the Teaching & Learning Committee of the Board on September 16, 2026.
    - The draft has undergone a structured administrative review to clearly separate the broad Board Policy (Policy 625), which establishes core commitments and delegations, from the operational Administrative Regulations (Regulation 625-R).
- **Recent Policy Committee Adjustments (October 30, 2026)**:
    - The School Board Policy Committee met on October 30, 2026, to review the proposed language and recommended minor adjustments to ensure precision prior to tonight's first reading.
    - These adjustments include fine-tuning the definitions and scope regarding approved tools and clarifying data privacy standards.
- **Core Principles of Policy 625**:
    - **Human-Centered Oversight:** Mandates that AI serves as an augmentative tool rather than an autonomous decision-maker, ensuring staff retain accountability for grading, student evaluations, and professional judgment.
    - **Developmental Grade-Span Access:** Provides age-appropriate integration, moving from highly restricted, teacher-mediated conceptual exploration in grades K–5 to structured skill-building in middle school and workforce/postsecondary readiness in grades 9–12.
    - **Protection & Data Privacy:** Prohibits entering protected student or staff data (PII) into unauthorized or public platforms, prohibits nonconsensual synthetic media/deep fakes, and mandates strict vendor security and contract requirements.

    - **Annual Review Commitment:** Establishes mandatory annual School Board review of the policy to stay aligned with rapid advancements in AI technology and legal standards.
- **Next Steps:**
    - Administration welcomes board feedback, questions, and discussion this evening.
    - Recommended adjustments from tonight's review will be incorporated prior to bringing Policy 625 forward for Second Reading and final approval.