



SAINT PETER PUBLIC SCHOOLS

Artificial Intelligence (AI) Guidelines & Procedures

1. Purpose and Scope

These guidelines and procedures outline the acceptable use of artificial intelligence (AI) tools within the school district to enhance academic work, teaching, and administrative operations while ensuring data privacy, ethical usage, and equitable access for all students and staff.

2. Acceptable Uses of AI Tools

AI tools may be used in the following capacities within the district:

- *Academic Work:* Students may use AI tools for research, tutoring, and content generation with appropriate citation and adherence to academic integrity guidelines. AI should supplement learning rather than replace critical thinking and personal effort.
- *Teaching:* Educators may use AI for lesson planning, personalized instruction, grading assistance, and resource recommendations while maintaining professional oversight.
- *Administrative Use:* AI may be used for operational efficiencies such as scheduling, communication, and student support services.

AI tools **may not** be used for:

- Plagiarism, cheating, or academic dishonesty.
- Decision-making without human oversight in grading or disciplinary actions.
- Any activity that violates existing school policies or federal and state regulations.

3. Protections for Student and Staff Data

The district is committed to protecting personal and sensitive information when using AI tools:

- AI tools must comply with FERPA (Family Educational Rights and Privacy Act) and other applicable data privacy laws.
- No AI tool may collect, store, or share personally identifiable information (PII) without explicit consent from students (or their guardians) and staff.

- AI-generated student data must not be used for commercial purposes or shared with third parties without authorization.
- Educators and administrators must vet AI tools for compliance with district security standards before implementation.

4. Ensuring Accessibility

AI tools should be accessible to all students, including those with disabilities, by adhering to the following guidelines:

- AI must be compatible with assistive technologies (e.g., screen readers, voice-to-text software, adaptive learning platforms).
- AI-enhanced instruction must accommodate diverse learning needs, ensuring equity in education.
- Training should be provided to educators on using AI to support students with disabilities effectively.

5. Ethical Guidelines

AI use within the district must adhere to ethical standards:

- AI should promote inclusivity and avoid bias in educational content and decision-making.
- *Transparency:* Students, parents, and staff must be informed about AI usage in classrooms.
- *Human Oversight:* AI tools should assist, not replace, human judgment in education.
- *Accountability:* Educators and administrators are responsible for the ethical deployment of AI and must report any concerns regarding misuse.

6. Ongoing Review and Training

- Regular training will be provided to staff and students on responsible AI use.
- AI policies will be reviewed annually to align with technological advancements and legal requirements.
- A district AI advisory committee will oversee the implementation and address emerging ethical or technical concerns.

By following these guidelines and procedures, the district ensures that AI serves as a beneficial tool for learning while maintaining ethical integrity, data security, and accessibility for all members of the school community.