

Board of Trustees

Meeting Date: August 2026

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval to revise CQD Local Policy Technology Resources
Artificial Intelligence

Justification Statement:

Purpose of Agenda Item:

☐ Information ☒ Discussion ☒ Action

Item Type:

☐ Curriculum & Instruction ☒ HumanResources ☐ Business Services

Staff Responsible:

Martha Carrasco, Chief Human Resources Officer

Signature of Requester(s)

Martha Carrasco, Chief Human Resources Officer

Signature of Presenter(s)

August 2026

Business Services Approval (Initials)

Date

Agenda Summary: For Approval to revise CQD Local Policy- Technology Resources
Artificial Intelligence

RECOMMENDATION: For approval of Local CQD Policy to be revised

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT: Human Resources

CONSEQUENCES OF NON-APPROVAL: CQD Policy will not be revised regarding latest use of artificial intelligence

IMPLEMENTATION TIMELINE: School Year 2026-2027

ATTACHMENT(S): CQD Local Policy with revisions



TECHNOLOGY RESOURCES
ARTIFICIAL INTELLIGENCE

CQD
(LOCAL)

Training

The Board delegates to the Superintendent the authority to:

1. Determine the artificial intelligence (AI) training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the Department of Information Resources; and
3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the AI training requirements.

Use in District

~~Employees and students shall be permitted to explore AI and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes and shall never take the place of teacher and student decision-making.~~ Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security.

A student shall only use AI tools with teacher permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work. Students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with the Student Code of Conduct and policy. [See EIA(LOCAL), FFH, FFI, and the FO series]

TECHNOLOGY RESOURCES
ARTIFICIAL INTELLIGENCE

CQD
(LOCAL)

**Use of Artificial
Intelligence**

The District may authorize the use of artificial intelligence (AI) technologies to support instruction, administrative operations, communication, research, and other educational purposes in accordance with applicable law, Board policy, and administrative regulations. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security.

A student shall only use AI tools with teacher permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work. Students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with the Student Code of Conduct and policy. [See EIA(LOCAL), FFH, FFI, and the FO series]

The Superintendent shall develop administrative regulations governing the selection, approval, implementation, monitoring, and acceptable use of AI technologies by employees, students, contractors, and other authorized users.

Human Oversight

AI may be used to assist with educational and operational activities. Final decisions affecting students, employees, or District operations shall remain the responsibility of authorized District personnel. AI-generated content shall be reviewed for accuracy and appropriateness before use.

Approved Use

Only District-approved AI technologies may be used to access, process, or store District information or personally identifiable information when required by administrative procedures.

Prohibited Use

AI shall not be used for unlawful purposes, unauthorized disclosure of confidential information, discrimination, or any use inconsistent with Board policy, law, or administrative regulations.

**Instruction and
Student Use**

The Superintendent shall establish guidelines for appropriate instructional use of AI, academic integrity, digital citizenship, and student expectations, including when AI-assisted work is permitted or prohibited.

TECHNOLOGY RESOURCES
ARTIFICIAL INTELLIGENCE

CQD
(LOCAL)

Privacy and Security The District shall implement reasonable safeguards to protect confidential information and ensure AI technologies comply with applicable privacy, cybersecurity, accessibility, and records requirements.

Training The District may provide training and guidance to employees and students regarding responsible, ethical, and effective use of AI technologies.

The Board delegates to the Superintendent the authority to:

4. Determine the artificial intelligence (AI) training program to be used in the District;
5. Verify and report compliance with training requirements in accordance with guidance from the Department of Information Resources; and
6. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the AI training requirements.

Administrative Regulations The Superintendent may approve, restrict, suspend, or discontinue AI technologies based on educational value, legal compliance, privacy, security, operational needs, or risk management considerations.