Use of Artificial Intelligence

This policy governs the ethical and effective use of Artificial Intelligence (AI) tools and technologies by students, employees, contractors, and providers operating within or on behalf of the District. It is designed to enhance teaching and learning through safe, equitable, and responsible AI integration, equip students with the foundational skills necessary to adapt to and thrive in an increasingly digital society, safeguard student privacy and data security, and preserve academic integrity and equitable access for all learners. The use of Generative AI is the primary, but not the exclusive, focus of this policy.

The use of AI in the education environment shall be limited to approved educational purposes and shall comply with all applicable state and federal laws, regulations, board policies, administrative regulations and school rules. The Superintendent may make additional rules or administrative procedures relating to the use of AI in the District that are not inconsistent with this policy.

Definitions

Artificial Intelligence (AI): Technologies and tools that perform tasks typically requiring human intelligence, such as large language models, generative AI, image recognition, and adaptive learning software.

Generative AI: A subset of AI that can generate new content, such as text, images, music, code, or videos based on human prompts and inputs.

District-Approved AI Tools: AI technologies reviewed, vetted, and approved for age-appropriate educational use by students or district personnel.

AI Literacy and Instructional Integration

The District shall provide age-appropriate instruction to students regarding:

- How AI works, including its benefits, limitations, and risks.
- The safe, ethical and responsible use of AI, including awareness of bias, misinformation, and data privacy.
- Critical thinking when engaging with AI-generated content.
- Issues associated with academic integrity and the appropriate citation of original sources for quotations, facts, information, statistics, dates or the paraphrased statements of others.
- Issues related to safety, privacy, misinformation, deception, and fraud that students can encounter in connection with the use of AI by others.

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Educators may integrate AI Into instruction in ways that promote inquiry, creativity, and digital responsibility. Teachers and/or administrators will actively monitor AI usage by students to ensure a proper understanding and to maintain a safe and productive learning environment.

Unacceptable Uses of AI

The following student uses of AI are prohibited In the educational environment:_____

- Submitting AI-generated content (e.g., essays, problem sets, code, artwork] as original work unless explicitly permitted by the teacher. Use of AI in schoolwork, if allowed, must be clearly acknowledged and cited in accordance with school guidelines.
- Using AI tools to generate or complete assignments, tests, or quizzes without teacher authorization; bypassing assigned readings, projects, or study requirements; or accessing unauthorized solutions, summaries, or interpretations during assessments.
- Using AI to avoid learning processes or skill development Intended by the curriculum, or falsely simulating participation in class discussions, labs, or other interactive tasks.
- Using AI to create or submit fabricated sources, citations, data, or academic content that does not exist or misrepresents factual accuracy.
- Inputting, uploading, or sharing personally identifiable information (PIiI about themselves or others-including full names, addresses, student ID numbers, phone numbers, medical information, or other private identifiers-into AI tools, platforms, or systems, whether school-managed or third-party, unless explicitly authorized by school personnel.
- Using AI tools to threaten, intimidate, harass, bully, or defame any person or generate content to do the same. Using any AI system to access, create, or display harmful or Inappropriate content that is threatening, obscene, disruptive, or sexually explicit, or that constitutes harassment or discrimination of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, or religion is prohibited.
- Using AI tools or platforms during class or for schoolwork unless the tool has been approved by the teacher or school administration. Using AI on personal devices when used to gain an unfair advantage or circumvent academic expectations is also prohibited.
- Using AI tools or platforms in any other manner that would violate the law, this or other district policies, or school rules.

The following uses of AI by employees, contractors, and volunteers are prohibited:

- Inputting, uploading, or sharing any student PII-includIng names, identification numbers, contact information, health records, or educational data-into AI platforms or tools unless expressly authorized and in compliance with district data privacy policies and applicable law.

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- Inputting, uploading, *or* sharing oth er confidential or sensitive Information about another person, and using AI to generate, share, or store sensitive student or staff information in a manner that compromises confidentiality or violates legal obligations.
- Using AI to complete assignments, assessments, or official documents in ways that misrepresent authorship or breach professional ethics.
- Accessing or deploying AI applications or services for work-related purposes wlthout prior approval from the Superintendent/designee.
- Using AI tools to threaten, intimidate, harass, bully, or defame any person, or to generate content to do the same. Using any AI system to access, create, or display harmful or inappropriate content that is thr eatening, obscene, disruptive, sexually explicit, a violation of professional conduct standards, or that constitutes harassment or discrimination of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or other protecfed characteristics is prohibited.
- Using AI to make final determinations on student assessments and grading.
- Using AI in making final decisions regarding employee hiring, retention, promotion, transfer, evaluation, demotion or termination/discharge. AI may not be used *as* a substitute for human judgment.
- Using AI tools or platforms in any other manner that would violate the law, this or other district policies, or school rules.

Academic Integrity

Student use of AI for academic purposes must be conducted under the supervision or with the approval of the applicable classroom teacher and must comply with the instructional guidelines and expectations established by the teacher. Teachers shall communicate assignment expectations including whether AI use is or is not permitted, and the requirements and parameters of such use. Unauthorized use of AI-whether on district or personal tools or devices-may be treated as academic dishonesty, cheating, plagiarism, or other violation of student conduct rules.

Teachers and administrators may use district-approved AI detection tools to assist in identifying unauthorized AI use or academic integrity issues, but may not rely on results from AI detection tools as the sole determination of unauthorized use or academic Integrity. Teachers who suspect plagiarism or other academic dishonesty on any assignment may, but are not obligated to, require a student{s| to demonstrate their understanding of the material in some other way.

Vetting and Use of AI Tools

Only district-authorized Generative AI tools and resources may be used on district computers and in district schools and programs. AI tools not vetted or on the approved list shall not be used in any official capacity. Staff shall consult the district's list of authorized Generative AI tools and resources prior to implementation in the educational environment. All AI tools used in instruction or administration must be reviewed by the Superintendent/designee to ensure:

- Age and grade appropriateness and alignment with district educational goals and curriculum standards.
- Mitigation of bias, stereotyping, or misinformation and the protection against student access to obscene *or* harmful materials.
- Compliance with federal and state data privacy laws and district policies.
- Compatibility with existing systems and low risk to network security *or* data integrity

The district will periodically review approved AI toots *for* age-appropriateness, bias, privacy protections, accessibility standards, compliance, effectiveness, and security updates, and remove or restrict use if risks emerge.

Data Privacy and Security

The District and individual District-users must ensure confidential, sensitive, and privileged Information is protected when using AI. District users shall not share any confidential, sensitive, privileged or private information when using, prompting, or communicating with AI tools. Such Information includes student records, employee personnel records, and health records.

Training and Professional Development

The district shall provide instructional staff with professional development opportunities addressing the effective and safe integration of Generative AI to enhance teaching and learning, including:

- AI literacy and the capabilities and limitations of Generative AI.
- Ethical use of Generative AI and the detection of its misuse.
- Effective and equitable classroom integration strategies and parameters supporting student critical thinking.
- Monitoring and evaluating AI-generated work.
- The safety and security of student personally identifiable information and other confidential information.
- Use guidelines for district-approved AI tools

Equity and AccessibUity

The District will provide equitable opportunities to develop AI literacy as appropriate for students' age and grade level. The district shall provide additional training, when needed, and

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address accessibility needs to provide equitable access to AI tools and resources for students and staff Including, but not limited to, Individuals with disabilities and English Learner students.

Use of Copyrighted Materials and AI-Generated Content

Individuals using Generative AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials.

Polley Violations and Misuse

Students may be disciplined and employees may be disciplined or terminated tor violating these prohibitions. including violations that occur off campus and create a nexus to the educational environment.

AI users are responsible for their own use or misuse of AI. The district shall not be responsible for the dissemination, replication or alteration of information or data input by any student or staff into any Generative AI tool or resource.

Users of Generative AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or w!llful acts.

Illegal use of AI, intentional modification without permission or damage to files or data belonging to others, copyright violations, and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

Adopted: date of manual adoption

LEGAL REF.:   20 U.S.C. 9134, The Children's Internet Protection Act
                            47 FR 54.520 Children's Internet Protection Act certifications
                             20 USC 1232g Family Educational Rights and Privacy Act
                              34 CFR Part 99 Family Educational Rights and Privacy Act
                             15 USC 6501-6506 Children's Online Privacy Protection Act
                             16 CFR 312.1-312.12 Children's Online Privacy Protection Act
                             20 use 7131Internet Safety
                             6.29.1.9 NMAC

CROSS REF.:   EGAD - Copyright Compliance
                             UNDB- Use of Technology Resources in Instruction
                            IJNDB-R - Use of Technology Resources in Instruction Regulation
                            IJNDB-E- Use *of* Technology Resources in Instruction Exhibit
                            JIC- Student Conduct
                            JICD - Student Harassment/Bullying/Cyberbullying Prevention
                            JR - Student Records