

# Ashland School District 5

Code: IKJ  
Adopted: 5/09/24; **date**

## Artificial Intelligence

### Preamble:

The Ashland School District Board recognizes the rapidly expanding role of Artificial Intelligence (AI) technologies in society and the global economy. Preparing students to navigate, evaluate, and ethically use AI is essential for success in learning, careers, and citizenship.

The Board believes AI, including generative AI, is a powerful educational and professional tool when used responsibly. The Board also recognizes that generative AI involves risks such as bias, inaccuracies, and hallucinations, and that its use must be conducted responsibly by staff and students.

This policy establishes guidance for safe, equitable, and ethical integration of AI technologies in teaching, learning, and district operations.

### Policy Objectives

- Develop AI literacy at developmentally appropriate levels across all grade levels, K–12.
- Provide educators and staff with professional development to effectively and ethically use AI.
- Ensure equitable access to AI tools and resources.
- Promote responsible, safe, and ethical use of AI by all students and staff.
- Safeguard privacy, data protection, and intellectual property.
- Address potential bias, inaccuracy, and misuse associated with generative AI tools.
- Encourage ongoing review and improvement of AI-related curriculum and practices.

### 1. Guidance and Professional Development for Educators and Staff

The district will provide ongoing professional development for educators and staff to:

- Stay informed of current AI advancements and instructional strategies.
- Learn to use AI responsibly for curriculum design, grading, communication, and administrative tasks.
- Understand and comply with applicable copyright, confidentiality, and privacy laws.
- Identify and mitigate bias and inaccuracies in AI outputs.

District staff are authorized to use generative artificial intelligence to perform various work functions. They are responsible for ensuring all use complies with federal and state laws, including Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), FERPA and copyright. District staff are prohibited from entering personally identifiable information (PII) into any generative AI application.

### 2. Student Use of AI

#### Student Independent Use

Teachers may permit independent student use of AI tools for assignments or projects when appropriate. They will establish and communicate clear rules for responsible use, including:

- Awareness of potential bias, inaccuracies, and plagiarism.
- Accessibility and equitable access to approved tools.
- Acknowledgment that inappropriate use may result in loss of credit or disciplinary action.

Failure to follow classroom AI use rules may result in incomplete credit or disciplinary measures consistent with district policy.

## **AI Use as Part of Class**

Teachers may incorporate AI tools into instruction to enhance learning and meet course objectives. Only applications approved by the district's Information Technology Department may be used. Teachers will follow all terms of use and notify parents or guardians when AI tools are part of instruction. Students may not share accounts, passwords, or unauthorized access credentials.

### **3. Ethical and Safe Use**

AI technologies must be used in ways that uphold integrity, equity, and student safety.

- Creation or distribution of "deep fakes" or other harmful, misleading, or explicit AI-generated content is strictly prohibited and will result in disciplinary action up to and including expulsion or termination.
- Any suspected criminal activity will be referred to law enforcement.
- The district will provide instruction on the ethical use of AI and the consequences of misuse.

Students and staff who violate this policy or related rules may be subject to discipline and referral to law enforcement as appropriate.

### **4. Equity and Access**

The district will ensure equitable access to AI tools, software, and instructional materials to close the digital divide. Devices and resources will be made available in classrooms and libraries to support all learners.

Teachers should also consider accessibility of AI programs and technology for students outside of school settings when assigning work requiring AI tools.

### **5. Privacy, Security, and Data Protection**

All laws and policies regarding student privacy, confidentiality, and data security will be followed at all times.

- No personal, confidential, or sensitive data may be entered into AI systems.
- District staff will follow the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and FERPA.

All laws regarding student records, confidentiality, privacy, and student internet use will be followed at all times.

### **6. Bias Awareness and Critical Thinking**

Students and staff will be educated to:

- Recognize and evaluate bias in AI algorithms and outputs.
- Understand the ethical and social implications of AI use.
- Think critically about the role of AI in society and decision-making.

Students will be taught to responsibly identify and address inaccuracies or bias in generative AI outputs.

### **7. Continuous Improvement**

The district will review AI-related curriculum, resources, and practices annually to ensure alignment with technological developments, legal standards, and community values. Adjustments will be made based on research, feedback, and observed outcomes.

Professional development and training opportunities will be reviewed annually to ensure staff can effectively and ethically use AI tools in their work.

## **Implementation and Oversight**

The Superintendent, in collaboration with the District Technology Officer and Curriculum Development Team, will oversee policy implementation, training, and compliance.

The Superintendent will ensure the district maintains an approved list of AI applications and communicates usage guidelines to staff and families.

END OF POLICY

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**Legal Reference(s):**

**Legal References**

ORS 332.107

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101–12133

Children’s Internet Protection Act (CIPA), 47 U.S.C. §§ 254(h) and (l); 47 C.F.R. § 54.520

Children’s Online Privacy Protection Act (COPPA), 15 U.S.C. §§ 6501–6505

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. § 99

Protection of Pupil Rights, 20 U.S.C. § 1232h