Nye County School District
Board Regulation

5557R	RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

PURPOSE AND BACKGROUND: To establish procedures for the responsible, ethical, and secure use of AI technologies to prepare students for a future-ready workforce while maintaining rigorous standards for data privacy, academic integrity, and human oversight.

APPLICABILITY: Applies to all employees, students, and to all work associated with NCSD that employees and students perform, whether on or off district premises.

MONITORING RESPONSIBILITY: Teachers, supervisors, and the Technology & Data Departments

DEFINITIONS AND TECHNICAL SCOPE

To ensure consistent application of this regulation, the following technical definitions apply:

- Artificial Intelligence (AI): Computer systems capable of performing tasks that typically require human intelligence, such as recognizing patterns, solving problems, and processing language.

- Generative AI (GenAI): A specific subset of AI (e.g., ChatGPT, Gemini, Claude) that creates new content—including text, code, images, audio, and video in response to user prompts, rather than simply retrieving existing information.

- Large Language Model (LLM): An AI model trained on vast amounts of text data to generate human-like responses. Staff and students must recognize that LLMs are prediction engines, not fact databases, and are prone to "hallucinations" (confident generation of false information).

- Personally Identifiable Information (PII): Any data that can be used to identify a specific student or staff member, including but not limited to names, identification numbers, grades, IEP/504 status, and biometric data.

PROCUREMENT AND APPROVED TOOLS

To prevent accidental data breaches, the District maintains a strict vetting process.

Approved List:

- Students may only use AI tools that have been vetted by the Technology Department and listed on the District's "Green List."

- Other AI tools may be used by employees with caution. These will be noted on a "Yellow List," as a reminder to be cautious because they require all PII to be removed from prompts before using.

Data Privacy Policy (DPP): No AI tool shall be approved for student use or for processing student data unless the vendor has a DPP confirming that they do not own the data entered and do not use data to train their public models.

Prohibition on Personal Accounts: Staff are prohibited from requiring students to create accounts on third-party AI platforms using personal email addresses. All access must be provisioned through District credentials.

ACCESS

Secondary students (grades 6-12) will have access only to AI tools on the District's Green List.

Parents acknowledge their understanding of access to online tools through the online registration and annual update process. Parents wishing to opt their children out of access to AI must inform the school in writing. The school will flag this preference in Infinite Campus and notify the Technology Department to remove access.

Opt-Out Protocols: Schools must provide non-AI alternative assignments for students whose parents have formally opted out of AI tool usage, ensuring no academic penalty for the student. The alternative assignments must connect to the same academic standards and rigor as the original assignments. Providing these alternatives can involve traditional research and writing on the part of the student, and options can be created through consultation with parents and the students regarding mutual expectations.

All employees will have full access to any AI tools on the green list. Access to additional AI models can be achieved through an approval process set forth by the Technology Department.

DATA PRIVACY AND INFORMATION SECURITY

Compliance with FERPA and State Law is mandatory.

Strict Prohibition on PII: Under no circumstances shall a staff member enter PII into a publicly available AI tool that has not been green-listed by the District.

Anonymization Requirement: When using an AI not on the district's green list, staff must manually redact all PII: names, locations, and specific identifiers from the prompt before submission.

ETHICAL STANDARDS AND INTEGRITY

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The use of AI must be transparent, attributed, and consistent with the District's Code of Conduct. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the District.

Student Academic Integrity: Students are expected to use AI as a tool for learning, not a substitute for critical thinking. The submission of AI-generated work as one's own without proper attribution is defined as academic dishonesty.

Staff Professional Integrity: District employees are held to the highest ethical standards. It is a violation of professional ethics to use AI to falsify observation reports, generate fraudulent student feedback, or compose sensitive communications that misrepresent personal engagement. Staff must verify the accuracy of all AI-generated outputs used in their official duties to prevent the dissemination of false information ("hallucinations").

TRAINING INSTRUCTIONAL FRAMEWORK: THE "TRAFFIC LIGHT" SYSTEM

To provide clarity on academic expectations, teachers shall categorize all assignments where students might use A.I. with the following scale:

- RED (Level 0 - Prohibited): AI use is strictly forbidden. The assignment measures unassisted human cognition (e.g., in-class essays, memory recall).

- YELLOW (Level 1 - Scaffolded): AI use is permitted for specific phases, such as brainstorming, outlining, or feedback, but not for final output generation.

- GREEN (Level 2 - Integrated): AI use is encouraged or required. Students must attribute the AI and may be asked to critique its output.

DEFINING DISHONESTY AND MISCONDUCT

This section defines specific violations of integrity regarding AI for both student academic work and staff professional conduct.

A. Student Academic Dishonesty: The following actions constitute academic dishonesty under this regulation:

- AI Plagiarism: Submitting text, code, or media generated by an AI tool as one's own original work without proper citation or attribution.

- Unauthorized Aid: Using AI to complete the core cognitive task of an assignment designated as "Red" or "Yellow" (e.g., using AI to write a summary when the learning objective is reading comprehension or using AI to complete digital curriculum materials for credit recovery or work at Pathways).

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- Fabrication of Data: Submitting work containing false citations, non-existent quotes, or incorrect facts generated by an AI "hallucination." Students bear strict liability for the accuracy of their submissions; "the AI told me so" is not a valid defense against fabrication charges.

B. Staff Professional Dishonesty and Misconduct: Staff hold positions of public trust. The misuse of AI to falsify the educational record or misrepresent professional effort is grounds for disciplinary action.

- Falsification of Records: It is a violation of professional standards to use AI to generate observation reports, letters of recommendation, or IEP progress notes that imply the teacher personally observed behaviors or outcomes that they did not. Generating pre-written or "generic" feedback for students without genuine review is prohibited.

- Abdication of Grading Duty: While AI may be used to assist in grading (e.g., rubric alignment), using AI as the sole arbiter of a student grade without human review is prohibited. The final determination of student proficiency is a certified professional duty that cannot be delegated to an algorithm.

- Fraudulent Professional Development: Using AI to complete required certification exams, licensure renewal modules, or mandatory safety training is defined as professional misconduct.

HUMAN OVERSIGHT ("HUMAN-IN-THE-LOOP")

To mitigate algorithmic bias and error, the "Human-in-the-Loop" standard applies to all district operations.

Review Requirement: Any content generated by AI for district use, whether a lesson plan, a parent email, or a policy draft, must be reviewed for accuracy, bias, and tone by a human staff member before dissemination.

Liability: The staff member who prompts and disseminates AI-generated content assumes full professional responsibility for that content.

CITATION AND ATTRIBUTION STANDARDS Transparency is the antidote to dishonesty.

Students: Must cite AI use using the District's and/or teacher's approved format. This could be an informal style or the format designated by APA, MLA, or another professional citation method.

- Informal format example: (Generated by [name of A.I.) on [Date]; Prompt used: [Insert Prompt]).

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Staff: When producing significant public-facing documents (e.g., handbooks, newsletters) primarily generated by AI, staff should include a disclosure statement:

- Disclosure Example: "Drafted with the assistance of [name of A.I.] and reviewed by [name of reviewer]."

VIOLATIONS AND DISCIPLINE

Students: Violations shall be handled according to the Student Code of Conduct matrix for "Cheating/Plagiarism." However, solely positive results from "AI Detection" software shall not be used as the only evidence for suspension or failure, due to the high rate of false positives. Corroborating evidence (e.g., lack of version history, oral defense, previous work comparison) is required.

Staff: Any violation of this regulation will be addressed through NCSD's Progressive Discipline process or the applicable Collective Bargaining Agreement, and may result in disciplinary action up to and including termination.

REVISION HISTORY

Date	Revision	Reviewed	Modification
			Adoption

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AI Approval List

###R	SOMETHING AI

Green List	Yellow List
Artificial Intelligence models on this list have demonstrated compliance with FERPA and COPPA. Personally Identifiable information can be included in prompts because nothing included in the prompts is saved or used to feed or improve the model.	Artificial Intelligence models on this list have **NOT** demonstrated compliance with FERPA and COPPA. They require all personally identifiable information to be removed from any prompt.
Approved for: ● Employees ● Students	Approved for: ● Employees
● Google Gemini (gemini.google.com) ● Google's NotebookLM (notebooklm.google.com)	● CoPilot (Microsoft) ● ChatGPT (Open AI) ● DreamStudio ● Ideogram ● Perplexity ● Llama (Facebook) ● Claude ● Grok (X) ● MagicSchool ● Merlyn Mind Additional AI models exist, but employees should be very cautious in their use.