

Molalla River School District

Code: IKJ-AR(1)
Revised/Reviewed:

Staff Policy on the Use of Artificial Intelligence

The Molalla River School District recognizes the rapidly evolving landscape of Artificial Intelligence (AI), including generative AI, and its potential to assist in various work functions. As we cautiously move into integrating AI technologies, we acknowledge the advantages they may offer in enhancing efficiency and exploring new approaches to teaching and administrative tasks. However, it is paramount that all staff use of AI is conducted responsibly and ethically, ensuring strict adherence to all applicable federal and state laws and district policies. **This policy emphasizes the critical importance of remaining in full compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#), the [Children's Online Privacy Protection Act \(COPPA\)](#), the [Children's Internet Protection Act \(CIPA\)](#), and the [Oregon Student Information Protection Act \(OSIPA\)](#) at all times.**

This policy aims to provide guidance for staff in the appropriate and responsible use of AI, ensuring the privacy and safety of our students and the integrity of our data.

General Principles for Staff Use of AI

- **Compliance with Laws and Policies:** All staff use of AI must comply with all federal and state laws, including but not limited to copyright and privacy laws. This includes FERPA, COPPA, CIPA, and OSIPA. Staff must also adhere to all relevant district policies, including the Technology User Agreement, Cybersecurity policies, and policies on Personally Identifiable Information (PII).
- **Data Privacy and Confidentiality:** Under no circumstances should staff share **Personally Identifiable Information (PII) with any generative artificial intelligence application**. PII includes, but is not limited to, student names, addresses, contact information, grades, assessment results, disciplinary records, and any other information protected under FERPA and OSIPA. Similarly, staff must protect any confidential district information and ensure it is not disclosed inappropriately through the use of AI tools.
- **District-Approved Applications:** When using generative AI as part of instruction or for other work functions directly involving students or student data, **only applications approved by the district's IT Department will be allowed**. This ensures that the district can review the terms of use and security measures of these applications to align with our legal and policy obligations.
- **Professional Judgment and Responsibility:** Staff are responsible for exercising professional judgment when using AI. AI-generated content should be critically evaluated for accuracy, bias, and appropriateness before being used in educational or administrative contexts. Staff remain responsible for the accuracy and appropriateness of any work produced, even if AI was used in its creation.
- **Transparency and Disclosure (as appropriate):** In certain educational contexts, transparency with students about the use of AI as a teaching tool may be beneficial, as guided by the teacher and in alignment with district guidelines.

Considerations from ODE Developing Policy

The Oregon Department of Education (ODE) encourages a thoughtful approach to AI integration. The following points, drawn from ODE guidance, should inform staff use:

- **Equity Considerations:** Staff should be mindful of the equity implications of using AI, ensuring that its use does not exacerbate existing disparities in access or outcomes for students. Consider the accessibility of AI tools for all students if recommending or assigning AI use outside of school.
- **Data Privacy as Central:** ODE emphasizes that student data privacy must be central to conversations around AI use. Staff must be aware of FERPA, COPPA, and OSIPA and ensure their AI usage aligns with these laws.
- **Professional Development:** The district will seek out professional development opportunities to help staff learn how to effectively and responsibly use AI for various work functions. Staff are encouraged to participate in these opportunities to develop their AI literacy.
- **Policy Review and Adaptation:** This policy will be reviewed and updated as AI technology evolves and as further guidance becomes available from federal and state agencies. Staff are encouraged to provide feedback on the implementation and effectiveness of this policy.

Examples of Appropriate Staff Use of AI (with Caution and Adherence to Guidelines) Staff may explore using AI for tasks such as:

- **Brainstorming and Idea Generation (for internal use):** Assisting in generating initial ideas for lesson plans, projects, or administrative tasks, **without inputting any student or confidential information.**
- **Summarizing Information (for professional development):** Condensing lengthy articles or research papers for personal learning and professional growth.
- **Improving Communication Clarity (for internal documents):** Suggesting improvements to the clarity and conciseness of internal communications, **ensuring no student or confidential information is involved.**
- **Curriculum Development (as a starting point):** Exploring potential resources or angles for curriculum development, **always ensuring alignment with state standards and district policies and without using student-specific data.**
- **It is crucial to remember that these are examples, and the permissibility of any specific AI use depends on adherence to the general principles outlined above and any additional guidance provided by supervisors or the IT Department.**

Violations

Staff in violation of this policy or related rules may be subject to disciplinary action in accordance with district policies, collective bargaining agreements, and applicable provisions of law. Staff are encouraged to report any suspected violations of this policy or any concerns regarding the use of AI to their supervisor or the IT Department.