



Agenda of Policy Committee Meeting

The Board of Trustees Pennridge School District

A Policy Committee Meeting of the Board of Trustees of Pennridge School District will be held Wednesday, August 19, 2026, beginning at 6:30 PM Pennridge School District Board Room, 1200 North 5th St, Perkasio, PA 18944.

1. Public Comment on Agenda Items

1.A. Public Comment According to Policy #903

Description: According to Policy #903, public comment on matters of concern, official action or deliberation is limited to three minutes should be directed to the entire School Board following the announcement of your name and municipality. Under this policy, the presiding officer has the authority to warn or stop a public commenter when violation of this policy occurs.

2. Policy Update Plan

2.A. Policy Update Plan

3. Review of Policy for Second Reading

3.A. Policy 315.2 Staff Use of Generative Artificial Intelligence in Education

4. Public Comment

5. Next Meeting

5.A. The next Policy Committee Meeting is scheduled for Wednesday, September 9, 2026.

PSD Policy Update Plan

As we review and develop policies for our district, we will work with the administration, key stakeholders, legal counsel, and each other to ensure our policies are:

- Safe for all students – Does not allow for, or put our students at risk of physical or mental harm
- Fair – Does not put a group of students at an advantage or disadvantage
- Clear – limit vague wording, provide definitions
- Can be implemented – ensure effected staff, facilities, etc. have the tools needed or updates necessary prior to policy approval
- Can be enforced – how do we ensure the policy is being followed?
- Does not make the district susceptible to litigation – Does any aspect of the policy, its implementation or enforcement, violate legal precedent, staff or student’s rights, our own policies, etc.

Policy Updates:

To be transparent with each other and the community, we will maintain a priority list of policies to be addressed. This list will identify policies that require updates based on PSBA, as well as “Board Initiated” policies that will need more extensive discussion and updating.

Policy	Type of Update	First Read Second Read	Comments	Solicitor Review?
Policy 815.2 Use of Generative Artificial Intelligence in Education	PSBA	Board Approved 6/15/26	PSBA update	
Policy 315.2 Staff Use of Generative Artificial Intelligence in Education	Board Initiated	Second Reading 6/15/26	Board Initiated	
Policy 218 Student Discipline	PSBA	TBD	PSBA update	
Responsible Contractor Policy	Board Initiated	TBD		
Policy 105 Curriculum	PSBA	TBD	PSBA update	
Policy 123 Interscholastic Athletics	PSBA	TBD	PSBA update	

This is a working document that will be updated for each meeting.



Policy 315.2 — Staff Use of Generative Artificial Intelligence in Education

Printed 8/17/2026

Policy Number 315.2
Title Staff Use of Generative Artificial Intelligence in Education
Version v2 · 8/17/2026

Staff Use of Generative Artificial Intelligence in Education

PURPOSE

Pennridge School District (“district”) recognizes the potential that Generative AI offers to staff members in their work environment. When incorporated and used in a responsible and ethical manner, Generative AI can enhance staff member productivity in their day to day tasks.

This Pennridge School District Staff Use of Generative Artificial Intelligence Policy (“Staff Generative AI Policy”) guides district staff members on the permitted use of Generative AI while on school campus and when engaging in work activities.

AUTHORITY

The Board directs that the use of Generative AI by district staff members shall be limited to approved work purposes and that such use shall comply with applicable state and federal laws, regulations, Board policies and procedures, administrative regulations, and the district’s Employee Handbook.

Applicable related district policies and procedures that may apply to a district staff member’s use of Generative AI include but are not limited to the following:

1. Pennridge School District Acceptable Use Policy;
2. Pennridge School District Computing And Information Systems User Guidelines;
3. Use of Live Stream Video on School District Property; and
4. The District Employee Handbook (collectively, the “Related Policies”).

The Board directs that such Related Policies shall be read in conjunction with and incorporated into this Staff Generative AI Policy.

DEFINITIONS

Artificial Intelligence (AI) – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns and making decisions.

Generative Artificial Intelligence (Generative AI) – an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various mediums such as text, code, images, audio and video data. Generative AI is the focus of this Staff Generative AI Policy.

Open-source AI – AI tools and resources that are built on publicly accessible platforms and use and share data among all users who access the platform, both within and outside of the district.

District Provided Generative AI Tools

The district shall only provide Generative AI tools that were assessed by the district and determined to be appropriately equipped for preventing breach of personally identifiable information and addressing compliance with applicable laws and applicable district policies and procedures, including the district's prohibitions against discrimination, harassment, bullying, bias and access to sexually explicit materials, or those which are harmful to minors or prohibited by Board policy. [\[1\]](#) [\[2\]](#) [\[3\]](#) [\[4\]](#) [\[5\]](#)

Only district approved and provided Generative AI tools may be installed and/or used on the district IT network, systems, platforms, and/or devices. Providing these tools and resources to staff members does not imply district endorsement of the Generative AI tool or resource, nor does the district guarantee the accuracy of the information received from or generated by such Generative AI tools or resources. Use of district provided Generative AI tools is completely voluntary.

Generative AI Procedures

The Superintendent or their designee shall be responsible for developing the underlying Staff Generative AI Procedures, which will accompany and be incorporated into this Staff Generative AI Policy. Such Staff Generative AI Procedures shall address, at minimum:

- The list of district provided Generative AI tools that will be made available to staff;
- District-wide prohibited uses of Generative AI tools and resources; and
- Procedures pertaining to the appropriate use of Generative AI tools while completing work activities.

The Superintendent or designee shall periodically review and, if deemed necessary, revise such Staff Generative AI Procedures in light of new laws and/or other applicable district policies and/or procedures. Staff are responsible for reviewing, understanding, and adhering to any changes to the Staff Generative AI Procedures.

DELEGATION OF RESPONSIBILITY

District Responsibilities -

The district shall provide or make available to district staff members authorized Generative AI tools that were assessed by the district for bias, privacy protections, accessibility standards, and data security. [\[1\]](#) [\[2\]](#) [\[3\]](#) [\[6\]](#) [\[7\]](#)

The district shall evaluate any approved Generative AI tools and/or resources on an ongoing basis. Please see the "district Provided Generative AI Tools" section above for further information.

The district shall ensure that underlying procedures ("Staff Generative AI Procedures")(as described above) are developed, which will instruct district staff members on permissible and prohibited uses of Generative AI on school campus and/or when conducting work related activities.

The district shall, in accordance with its legal and internal policy obligations, monitor staff use of district provided Generative AI tools and resources to ensure that such tools are used responsibly by staff in accordance with this Staff Generative AI Policy and the underlying Staff Generative AI Procedures.

Upon becoming aware, the district shall investigate, and if deemed appropriate by the district, report to applicable governmental authorities any staff use of Generative AI tools violating applicable law or triggering the district's mandatory reporting obligations in accordance with the district's internal reporting policies and procedures.

Teacher Responsibilities -

Teachers, within the reasonable scope of instructional responsibilities and/or assigned duties, are responsible for:

1. Providing clear written instructions on the students' expectations and prohibitions with respect to student use of Generative AI within their classroom (further guidance on such instructions is found in the Staff Generative AI Procedures);
2. Assessing and addressing any prohibited uses of Generative AI in their classroom;
3. Creating classroom materials and lesson plans that are based on their own expertise and judgement as an educator (and not solely created by Generative AI tools); and
4. Reporting any potential violations of the Student Generative AI Policy (and the underlying Student Generative AI Procedures) as well as the Generative AI classroom specific rules committed by students in their classroom to the district's building principal or designee.

Staff Responsibilities -

Staff members (including teachers) are responsible for ensuring that any Generative AI tools used while on school campus and/or used in conjunction to work activities complies with the Staff Generative AI Policy and the underlying Staff Generative AI Procedures.

With respect to Generative AI tools, Staff members shall:

1. Only use district provided Generative AI tools while on school campus and/or when completing work tasks;
2. Not download, install, or access unauthorized Generative AI tools and resources, including but not limited to Open-source AI, using district provided laptops or devices;
3. Not utilize AI notetaking or recording software or AI wearables while on school campus or while attending class or other school meetings or events without the district's express prior written consent;
4. Only use district provided Generative AI tools in accordance with this Staff Generative AI Policy and the underlying Staff Generative AI Procedures and never use Generative tools for a prohibited purpose enumerated under Exhibit B of the Staff Generative AI Procedures;
5. Not share or disclose access credentials and/or licenses for district provided Generative AI tools or otherwise grant access to district provided Generative AI tools;
6. Not disable or alter any district embedded and/or provided technology protection measures within district provided Generative AI tools;

7. Not input any confidential or proprietary district information or the personally identifiable information of individuals, including district staff, students, and/or teachers, into Generative AI tools without the express written consent of the district;
8. Not input information protected by attorney-client privilege or that is exempt under §708(b) of Pennsylvania's Right to Know Law; and
9. Immediately report any potential suspicious activity (i.e., suspicious activity by potential hackers) when using the district provided Generative AI tool to the district IT Department. [\[5\]](#) [\[6\]](#) [\[8\]](#)

When using district Provided Generative AI tools, staff members acknowledge and agree that:

1. Staff have no expectation of privacy when using district provided Generative AI tools and agree that their use may be monitored by the district to ensure the security of the district's network and systems as well as to ensure compliance with applicable law and all applicable district policies and procedures; and
2. Any data imputed by staff members into district approved Generative AI tools as well as any raw output generated by district provided Generative AI tools shall remain the property of the district.

Policy Changes

District administrators and network supervisors shall regularly evaluate and assess the potential benefits and risks with respect to the use of Generative AI tools and resources on school campus and/or to perform work activities. district staff acknowledge and agree that the district reserves the right to amend or update this Staff Generative AI Policy and the underlying Staff Generative AI Procedures at any time as it deems appropriate. The district will notify staff members of any material changes to this Staff Generative AI Policy and the underlying Staff Generative AI Procedures. Staff members are responsible for reviewing and complying with any such changes as they become effective.

Reporting Obligations

Any staff member who learns of a potential violation of this Staff Generative AI Policy and the underlying Staff Generative AI Procedures must immediately report such violation to the district's building principal or designee.

Consequences

Failure to comply with this Staff Generative AI Policy and the underlying Staff Generative AI Procedures shall be assessed by the district and may result in disciplinary action in accordance with the district's Employee Handbook. Such disciplinary action may include but not be limited to usage restrictions, loss of access privileges, possible termination. [\[5\]](#) [\[9\]](#) [\[10\]](#) [\[11\]](#) [\[12\]](#)

If the district reasonably believes that the staff member's offense violates applicable law, and/or triggers the district's mandatory reporting under applicable law, the district may report the staff member to applicable governmental authorities, and the staff member may be subject to prosecution by such governmental authorities.

Any staff member who downloads or accesses non-district provided Generative AI tools on district provided equipment, applications, or devices or otherwise engages in malicious, willful, or negligent acts when using district provided Generative AI tools, shall be fully

responsible for the cost of any damage caused by such actions.

This Staff Generative AI Policy and the underlying Staff Generative AI Procedures shall also apply to staff member conduct in circumstances where the conduct occurs off school property or during non-school hours if such conduct is covered by the district's Employee Handbook. [\[5\]](#) [\[9\]](#) [\[10\]](#) [\[12\]](#)

Footnotes

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Legal References

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