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Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
3 district.¹

4 Only approved AI programs may be utilized in student instruction or in completing student work. The
5 Director of Schools shall develop a procedure for staff to submit additional programs for approval.

6 District technology staff [**or insert title of employee**] are tasked with overseeing the implementation
7 of AI programs. These staff members will review artificial intelligence programs to ensure compliance
8 with district policies as well as state and federal student data privacy laws and present
9 recommendations to the Director of Schools for approval. Any approved programs shall be accessible
10 to all students.

11 Employees shall not place personally identifiable information, financial information, intellectual
12 property, or other confidential information into an AI system.

13 The Director of Schools shall incorporate training programs on AI into professional development for
14 district staff. This training shall focus on responsible use of AI and best practices for use in school
15 settings and include instruction regarding personally identifiable information and the need to comply
16 with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and
17 properly storing any data that is collected by the district in compliance with state and federal law.

18 **STAFF USE**

19 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting
20 communications, notes, images, and the development of content for instructional or administrative
21 purposes, as well as analyzing data and information. The following requirements shall be adhered to
22 when using AI in the completion of work:

- 23 1. Employees shall disclose their use of a generative AI tool if failure to do so would:
- 24 a. Violate the terms of the use of the AI tool;
- 25 b. Would mislead a supervisor or others as to the nature of the work; or
- 26 c. Would be inconsistent with the teacher code of ethic;²
- 27
- 28 2. Employees shall take all reasonable precautions to ensure the security of private student data
- 29 when utilizing AI programs;
- 30

- 1 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in
2 order to reduce the risk of errors and inaccuracies;
- 3
- 4 4. Outputs shall not be incorporated into proprietary content or works; and
- 5
- 6 5. **[Insert any other local expectations.]**

7 STUDENT USE

8 Teachers may allow students to use approved AI programs for instructional purposes. Any such use
9 shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall
10 ensure students are provided with appropriate instruction on the responsible use of AI.

11 ACADEMIC INTEGRITY

12 Students shall be instructed on responsible use standards including but not limited to the following:

- 13 1. Effective use of generative AI;
- 14
- 15 2. When it is appropriate to use AI in assignments;
- 16
- 17 3. How to determine whether AI responses are accurate;
- 18
- 19 4. Users assume responsibility for incorporating AI content responsibly; and
- 20
- 21 5. The difference between cheating and seeking support.

22 NOTICE TO PARENTS

23 The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in
24 the district. An approved list of AI programs will be provided by **[insert method (e.g., posting on the**
25 **website, inclusion in the student handbook)]**. *Technology Dept.*

26 REPORTING

27 The Director of Schools shall submit a report to the Board of Education each June on how this policy
28 will be enforced in the upcoming school year. The Board shall approve the report and the Director
29 shall submit it to the Department of Education by July 1st.

Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

Cross References

Use of the Internet 4.406