

This template provides adaptable language for districts and school boards to draft their own comprehensive AI guidelines, ensuring alignment with the statewide framework while allowing for local context.

Model Board Policy (BP) [Number, e.g., 6161.3] Artificial Intelligence in Education

Preamble:

The [District Name] School Board recognizes Artificial Intelligence (AI) as a transformative tool profoundly impacting society, the economy, and the future workforce. This policy establishes our commitment to a proactive and thoughtful approach to AI, ensuring its responsible, ethical, and effective integration into our K-12 education system.

Policy Statement:

The [District Name] School Board is committed to leveraging Artificial Intelligence to enhance student learning and foster staff productivity, ensuring AI serves to augment human capabilities, critical thinking, and creativity, rather than diminish them. We prioritize the safe, secure, and equitable integration of AI, upholding transparency, accountability, and academic integrity for all stakeholders. Our approach emphasizes developing AI literacy across our diverse community, promoting culturally responsive AI use, and preparing every student to ethically thrive in an AI-driven world.

Delegation of Authority:

The Superintendent or designee is authorized to develop and implement administrative regulations and procedures necessary to carry out the provisions of this policy, ensuring compliance with all applicable laws and ethical standards. These regulations shall provide detailed guidance on acceptable use, professional development, data governance, procurement, and accountability measures for all AI tools and applications within the district.

Policy Review:

This policy shall be reviewed regularly by the School Board (e.g., annually by the AI Advisory Committee) to ensure its continued relevance and effectiveness in light of evolving AI technologies, educational research, legal changes, and community priorities.

Model Administrative Regulation (AR) [Number, e.g., 6161.3] Artificial Intelligence in Education: Operational Guidelines

Authority: BP [Number, e.g., 6161.3] Artificial Intelligence in Education

I. Purpose and Applicability

This Administrative Regulation provides operational guidelines for the responsible, ethical, and effective use of Artificial Intelligence (AI) tools within [District Name] schools. It applies to all students, staff, administrators, and third parties utilizing AI technologies for educational or administrative purposes.

II. Definitions

- **Artificial Intelligence (AI):** Machine-based systems capable of making predictions, recommendations, or decisions influencing real or virtual environments.
- **Generative AI (GenAI):** A type of AI that produces novel content (text, images, audio, video, code) from user prompts.
- **AI Literacy:** The knowledge and skills to understand, use, and evaluate AI systems, including their capabilities, limitations, and ethical implications.
- **Personally Identifiable Information (PII):** Information that directly or indirectly identifies an individual (e.g., name, student ID, address).
- **Hallucinations:** AI-generated content that is factually incorrect or misleading.
- **Human Oversight:** The requirement for human review, judgment, and intervention in AI-driven processes, especially for high-stakes decisions.
- **Deepfake Technology:** Digital alteration or fabrication of images, videos, or audio to misrepresent reality.

III. General Guidelines for AI Use (Applies to All Users)

All users of AI tools within the district shall:

- **Augment Human Capabilities:** Use AI to enhance human thinking and creativity, not to replace human judgment or core learning processes.
- **Take Responsibility:** Be accountable for all content created or submitted, including AI-assisted content.
- **Verify Outputs:** Critically evaluate AI outputs for accuracy, bias, and credibility; do not rely on AI as a sole source.
- **Act Ethically:** Use AI ethically, preventing harm, deception, discrimination, or infringement of intellectual property rights.
- **Protect Privacy:** Never input PII or confidential information into public AI tools unless explicitly authorized.

IV. Specific Guidelines by Audience/Role

A. For District and School Leaders

Leaders shall establish and maintain the framework for AI integration.

1. **Policy Implementation:** Integrate AI guidelines into existing district policies and communicate them clearly.

2. **AI Literacy & Professional Development:** Develop and implement comprehensive AI Literacy programs for all stakeholders, with continuous professional development for staff.
3. **AI Tool Vetting and Procurement:** Establish and manage a robust process for evaluating, approving, and maintaining an approved list of AI tools for ethical, legal, and technical compliance, prioritizing tools grounded in research and aligning with diverse student needs. Update procurement processes accordingly.
4. **Infrastructure & Access:** Ensure equitable broadband access and device availability, addressing digital divides.
5. **Data Governance:** Implement strict protocols for managing data with AI systems, ensuring privacy law compliance and maintaining an inventory of all AI tools used.
6. **Monitoring & Evaluation:** Establish mechanisms for ongoing monitoring of AI use and impact, collecting stakeholder feedback for continuous improvement.

B. For School Staff (Teachers and Other Personnel)

Staff shall leverage AI to enhance instruction and productivity while upholding ethical standards.

1. **AI Use & Curriculum:** Utilize approved AI tools for administrative tasks, content creation, differentiation, and research assistance, ensuring alignment with curriculum standards and learning goals.
2. **Academic Integrity & Assessment:**
 - Clearly communicate AI use expectations for assignments (permitted tools, acceptable assistance, citation requirements).
 - Use an **AI Acceptable Use Scale** to define permissible AI assistance for assignments.
 - Redesign assessments to focus on student critical thinking and original work.
 - **Do not rely solely on AI detection software for plagiarism;** address suspected misuse as a teachable moment.
 - Use AI for *formative assessment* or supplemental feedback only; retain full professional judgment and ultimate responsibility for all evaluations and grades. Staff shall not solely use AI to grade student assignments or compose student comments for official records.
3. **Data Privacy & Confidentiality:** Strictly adhere to protocols prohibiting input of PII or confidential information into unauthorized AI tools. Use only district-approved AI tools when handling sensitive data.
4. **Prohibited Content/Actions:** Strictly prohibit creating or distributing Deepfake technology, false, misleading, or inappropriate content; impersonating others; or manipulating academic/personal records with AI. Avoid using AI to monitor classrooms in ways that compromise privacy.
5. **Copyright:** Comply with copyright law. Be aware of implications for copyrighted material used as AI training data or AI-generated output.

C. For Students

Students are responsible for using AI tools ethically, safely, and to enhance their learning.

1. **Permission & Adherence:** Obtain teacher permission before using AI for assignments, adhering strictly to stated guidelines and using school-approved tools when directed.
2. **Academic Honesty:** Copying AI-generated content without proper attribution is plagiarism. Do not over-rely on AI to bypass learning steps (e.g., reading, analysis) or as a sole source for work.
3. **Fact-Checking:** Always verify AI-generated information; AI may produce inaccuracies or fictional content.
4. **Protect Personal Information:** NEVER input PII or confidential information into public AI tools; such information may be used for AI training and is not considered private.
5. **Safe & Ethical Use:** Do not use AI to impersonate others, or create/display harmful, deceptive, or inappropriate content (including Deepfake technology). Report any security breaches or inappropriate content.
6. **Disclosure:** Clearly disclose all AI use as instructed by your teacher.

D. For Parents/Guardians

Parents/Guardians are encouraged to partner with the district to support their child's responsible AI use.

1. **Review Guidelines:** Familiarize yourself with district AI policies and guidelines.
2. **Discuss with Child:** Talk with your child about responsible AI use, academic honesty, and online safety.
3. **Oversee Home Use:** Supervise AI tool use on personal devices, reinforcing school guidelines.
4. **Protect Privacy:** Understand PII risks with AI and ensure your child avoids entering sensitive information into unapproved platforms.
5. **Stay Informed:** Engage with district communications and resources on AI in education.

V. Monitoring and Review

This Administrative Regulation shall be reviewed and updated at least [e.g., annually / biannually in Fall and Spring] to ensure ongoing relevance and effectiveness in response to evolving AI technologies, educational research, and community needs.

Statewide Policies

Fairbanks North Star Borough School District (FNSBSD) Board Policy 6161.3 Artificial Intelligence (AI). (2024, December 3).

<https://www.boardpolicyonline.com/?b=fairbanks&s=1900433>

Fairbanks North Star Borough School District (FNSBSD) Administrative Regulation 6161.3
Artificial Intelligence (AI). (2025, January).

<https://www.boardpolicyonline.com/?b=fairbanks&s=1900433>