
RESPONSIBLE USE POLICY FOR ARTIFICIAL INTELLIGENCE (AI)

AI Use Policy for PreK-12 Educators

Artificial Intelligence (AI) is the simulation of human intelligence in machines programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. While AI may be an effective tool that enhances educational outcomes, it must be used in a manner that preserves privacy, student well-being, and academic integrity. Use of AI tools, especially by younger children, can lead to misuse, exposure to inappropriate content, or misinterpretation of information. The purpose of this responsible use policy is to set guidelines for the effective and ethical use of AI in our school district.

This policy will be reviewed and updated regularly to reflect the evolving nature of technology, new developments in legal and ethical standards, and the collective needs of the students and educators.

Privacy, Security, and Supervision:

Educators will receive training on the ethical use of AI and its integration into the curriculum. AI tools must undergo a rigorous evaluation process before being approved for classroom use and only AI tools that have been preapproved may be used. AI must not be used to collect, store, or analyze student data without a clear educational purpose. It is inappropriate to use AI tools that infringe on students' privacy rights or fail to comply with data protection laws (e.g., FERPA, COPPA) and the district's Data Privacy Agreement (DPA). Regular reviews will be conducted for compliance with this policy. Educators must guide and evaluate AI interactions within the educational framework and make clear to students and families the expectations around the use of AI in their classroom or on any particular assignment.

Bias and Discrimination:

AI can only learn from its source(s) and prompts, so it may perpetuate biases, misinformation, or problematic content. AI platforms will be evaluated for bias to limit students' exposure to discrimination based on ability, race, religion, gender, sexual orientation, and/or any other legally protected status. Administrators, teachers, and students should fact-check all AI-generated content for accuracy, bias, or potentially dangerous content (adapted from *Guidance on the Use of AI*, Boston Public Schools' AI Use, 2025).

The Role of AI in Instruction and Decision Making

AI shall not replace essential human elements of teaching and mentoring. While AI can augment teaching, it must not substitute for the personalized and empathetic interaction between teachers and students. AI should assist and not substitute for the professional judgment of educators. Depending solely on AI to generate instructional material and make educational decisions is not acceptable. Educators must thoroughly review content to ensure accuracy, relevance, and appropriateness. Educators and staff are responsible for all materials that utilize these tools.

CARVER PUBLIC SCHOOLS

Responsible Use Policy for Students

This policy applies to all AI platforms, tools, and technologies accessed or used by students on school grounds, for school-related tasks, or through school-provided devices and networks, as agreed upon in the Carver Schools Acceptable Use Policy.

Students may use AI tools for educational purposes when directed by teachers or school authorities and shall only use the AI tools that they have been explicitly given permission to use. It is the responsibility of the student to properly cite any work that is not the original work or ideas of the student. Submitting AI work as original student work is prohibited. AI must not be used to plagiarize, cheat, or engage in dishonest academic work. It remains the student's responsibility to engage deeply with credible, valid sources and integrate diverse perspectives when working on assignments (adapted from AP Central *2024-25 Guidance for Artificial Intelligence Tools and Other Services*). Students are expected to use AI technologies ethically—respecting copyright laws, privacy norms, and the intellectual property rights of others. Students will be held responsible for any work created or submitted under their login credentials or on their school-provided devices, regardless of whether it was AI- or student-generated. If a student is unsure of whether their use of AI is appropriate for the assignment, it is their responsibility to ask a staff member for clarification.

Any form of communication with or through AI tools, including chatbots or virtual assistants, must adhere to the same standards of respect and decency expected in human interactions. Students must not use AI to:

1. access or disseminate harmful or inappropriate content.
2. engage in abusive, harmful, or disrespectful conduct.
3. share sensitive or personal data without proper permission and supervision.

There are risks and potential consequences of sharing data so students must seek guidance from teachers. Students must immediately report to school authorities any suspected security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use. to school authorities.

These may include but are not limited to restriction of access to technologies, AI resources, loss of credit on an assignment, suspension, or other disciplinary measures as deemed appropriate by the school administration, including notifying law enforcement and/or state agencies.

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