

## **Sample Insert into Employee AR or Acceptable Use of Technology Policy**

### **Use of Artificial Intelligence**

Artificial Intelligence (“AI”) is a system of machine learning that is capable of performing complex and original tasks such as problem solving, learning, reasoning, understanding natural language, and recognizing patterns in data. AI is becoming more prevalent in our daily lives and is being integrated in a variety of technical applications. The District recognizes that the use of AI can enhance student learning experiences and be a resource for staff and teachers. The District authorizes the ethical and legal use of AI as a tool to support and expand on classroom instruction, increase learning opportunities, and as a general tool for staff and teachers subject to limitations listed within this policy and any other applicable Board Policies.

The District may consider whether the adoption of a particular open AI tool may have a significant impact on the terms and conditions of employment for its staff, such that the District may be obligated to negotiate the effects with a collective bargaining unit.

The District has developed the following guidelines and protocols for employee use of AI:

1. Before allowing students to use a specific AI platform in the classroom and before using an AI tool as a resource, employees should ensure that the AI system has been vetted and approved by the District or otherwise meets the District’s safety standards.
2. When applicable, the District should attain parental consent before offering certain open AI services to students.
3. Evaluation of an AI tool may include whether it:
  - a. is an open or closed environment for purposes of data collection;
  - b. has a privacy setting where data resharing can be limited or blocked;
  - c. meets current student data privacy standards;
  - d. can be offered in an equitable manner;
  - e. any inherit bias can be minimized or eliminated; and
  - f. has safeguards in place to confirm that accurate and factually correct information can be provided.
4. Teachers should clarify whether the use of AI is permitted on a particular assignment. To the extent possible, teachers or staff shall guide and monitor student use of AI, ensuring that it aligns with the District’s Student Acceptable Use guidelines and policies.
5. Employees should be cognizant of the information they are sharing with any open AI system and shall not share any confidential information or personally identifiable information of another student, employee, or other person. Personally identifiable information includes, but is not limited to, a person’s name, address, email address, telephone number, Social Security number, or other personally



identifiable information. Confidential information includes, but is not limited to, information in a student's education record such as their grades and information pertaining to an Individualized Education Plan.

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