

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 815.1

Section OPERATIONS

Title USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION

Adopted MAY 27, 2025

Last Revised _____

POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION		
Section 1	<p><u>Purpose</u></p> <p>The District recognizes the potential that Artificial Intelligence (AI) offers in enhancing educational opportunities, streamlining operations and preparing students for a future that demands adaptability, critical thinking and digital literacy. When incorporated and used in a responsible and ethical manner, AI can support a dynamic working and learning experience.</p> <p>This policy addresses guidelines for the proper management and responsible use of AI in the District’s educational environment.</p>	
Section 2	<p><u>Authority</u></p> <p>The Board directs that the use of AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), the Children’s Internet Protection Act (CIPA), the Children’s Online Privacy Protection Act (COPPA), as well as Board policies related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and staff and student expression.</p>	<p>SC 4601 et seq 47 U.S.C. 254 15 U.S.C. 6501 et seq 17 U.S.C. 101 et seq 20 U.S.C. 1232g, 1400 et seq 42 U.S.C. 12101 et seq Pol. 103, 103.1, 104, 113, 113.1, 113.4, 114, 216, 218, 220, 237, 247, 249, 320, 324, 420,</p>

	<p style="text-align: center;">POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p> <p>The availability of access to AI tools and resources by students and staff does not imply endorsement by the District of the AI tool or resource, nor does the District guarantee the accuracy of the information received from AI tools or resources. The District shall not be responsible for any information that may be lost, damaged or unavailable when using a AI tool or resource.</p> <p>The District shall not be responsible for the dissemination, replication or alteration of information or data input by any student or staff into any AI tool or resource. Nothing in this policy is intended to limit the District’s obligations under applicable law or regulations.</p> <p>The District shall not be responsible for any unauthorized charges or fees resulting from access or use of AI tools or resources.</p>	424, 524, 814, 815, 817, 830, 830.1
Section 3	<p><u>Definitions</u></p> <p>AI literacy – the ability to understand, use and interact with AI systems effectively, efficiently and responsibly.</p> <p>Artificial Intelligence (AI) – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns and making decisions.</p> <p>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.</p> <p>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.</p>	
Section 4	<p><u>Delegation of Responsibility</u></p> <p>The District shall make every effort to ensure that AI tools and resources are used responsibly by students and staff. The effective integration of AI into education requires a collaborative effort between administration, teachers, staff, students and families.</p>	

<p>Section 5</p>	<p style="text-align: center;">POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p> <p>The District shall inform staff, students, persons in parental relation and other users about this policy by posting on the District website and by other efficient methods.</p> <p>AI tools and resources used in District schools and programs shall be evaluated and authorized on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards and data security by a districtwide committee commissioned by the Superintendent which may include administrators, teachers, librarians, and the solicitor.</p> <p>The Board directs that only district-authorized AI tools and resources may be used on district computers and in district schools and programs. Staff shall consult the District’s list of authorized AI tools and resources prior to implementation in the educational environment. Unauthorized AI tools and resources may not adhere to required data privacy, monitoring and security standards.</p> <p>The Superintendent or designee shall be responsible for developing procedures to address student safety measures and to determine whether AI tools and resources are being used for purposes prohibited by law, Board policy or for accessing sexually explicit materials.</p> <p>The board directs the Superintendent to provide regular professional development training for administrators, teachers, and staff on the ethical and appropriate use of AI in school. The training should equip educators, administrators, and staff with the knowledge and skills necessary to integrate AI tools into their roles in the District while also addressing data privacy, legal compliance, and ethical considerations.</p> <p>The District solicitor, in coordination with the Director of Technology, shall evaluate new and existing vendor contracts, collective bargaining agreements and related agreements for impacts related to district use of AI.</p> <p><u>Guidelines</u></p> <p><u>AI Literacy</u></p> <p><i>Staff –</i></p>	<p>Pol. 103, 103.1, 104, 105, 830.1</p> <p>15 U.S.C. 6501 et seq Pol. 815, 830.1</p> <p>47 U.S.C. 254 18 Pa. C.S.A. 5903, 6312 18 U.S.C. 2256 20 U.S.C. 7131 47 CFR 54.520 Pol. 815</p> <p>Pol. 408, 818</p>
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	<p style="text-align: center;">POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p> <p>The District shall provide staff with professional development opportunities addressing the effective and safe integration of AI to enhance teaching and learning. Professional development opportunities may include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Ethical use of AI. 2. The capabilities and limitations of AI. 3. Critical analysis of content produced by AI. 4. How to monitor and evaluate student inputs into AI systems. 5. The parameters established by the District for integrating AI tools into classroom instructional design. <p>Beyond formal professional development opportunities, the District encourages staff to explore AI to discover lesson plan ideas, create templates or assessments and to generate ideas for the personalization of student learning. AI tools and resources shall be used in accordance with applicable laws, regulations and this Board policy.</p> <p><i>Students –</i></p> <p>The District shall provide training for students, which may include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Establishment of expectations regarding the ethical use of AI. 2. The capabilities and limitations of AI. 3. Critical analysis of content produced by AI. 4. How to disclose use and cite AI resources. 5. The importance of not disclosing personally identifiable information when using an open-source AI tool or resource. <p>The board directs that students at all grade levels receive age-</p>	
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	<p style="text-align: center;">POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p> <p>appropriate instruction on the proper use of AI tools, encompassing fundamental principles such as the necessity of proper human supervision, critical thinking, and skepticism regarding accuracy. Such instruction should aim to empower students with the knowledge and skills needed to navigate the increasingly prevalent presence of AI technologies in their academic and personal lives. By fostering a culture of responsible and informed use, students will be better equipped to navigate AI tools effectively while understanding their limitations and ethical implications.</p> <p><u>Ethical Considerations</u></p> <p>The District shall prioritize the educational value in the use of AI tools and resources and will take measures to mitigate associated risks. The District shall only authorize AI systems and platforms appropriately equipped for preventing breach of personally identifiable information and addressing 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.</p> <p>The District’s technology protection measures shall be enforced during use of AI on district computers and network resources.</p> <p>The District shall provide additional training, when needed, and address accessibility needs to provide equitable access to AI tools and resources for students and staff including, but not limited to, individuals with disabilities and English Learner students.</p> <p>The Superintendent and/or designee shall establish protocols to verify the accuracy and reliability of the output from AI tools prior to the use of such tools for budgeting, payroll, financial or population forecasting, HR analytics, and similar operational tasks. While AI tools may be used to assist in HR processes so long as the protocols above are in place, the board directs that final decision-making regarding employee evaluations, promotions, and hiring be human decisions and not solely by AI technology to ensure fairness, equity, and compliance with anti-discrimination laws. The District prohibits the use of AI in making decisions regarding employee recruitment, hiring, retention, promotion, transfer, evaluation, demotion or dismissal.</p>	
		Pol. 103, 103.1, 104, 256, 815
		Pol. 815
		Pol. 103, 103.1, 104, 113, 140
		Pol. 104

	<p style="text-align: center;">POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p> <p>Approved AI websites and applications may be used to assist with the grading of student work product, but final decisions on assignment grades shall be determined by teachers and not solely by AI technology. Teachers shall ensure that personally identifiable student records are kept secure when using such grading technology. The District prohibits the use of AI in making final determinations on student assessments and evaluations.</p> <p><i>CIPA Compliance –</i></p> <p>The Director of Technology shall ensure that the District’s internet content and message filters prevent users from accessing any AI website, tool, or application that is capable of generating obscene or pornographic material on both school district owned devices and on the school provided internet.</p> <p><i>FERPA Compliance –</i></p> <p>All teachers, administrators, and staff are required to adhere strictly to the regulations outlined in the Family Educational Rights and Privacy Act (FERPA) when utilizing any AI resources.</p> <p>The District prohibits the use of the personally identifiable information of students while using AI websites, tools, or applications that have not been pre-approved by the Director of Technology or his/her designee. The Director of Technology shall establish a process by which teachers and administrators can request the approval of new AI resources. The vetting process shall include a review of the tool’s privacy policy, data handling practices, and compliance with FERPA. The Director of Technology or designee shall maintain a list of all such approved resources.</p> <p><i>Academic Integrity –</i></p> <p>The Board recognizes the capacity of AI to complete many student assignments. In doing so, AI has the potential to upend traditional academic honesty and plagiarism standards.</p> <p>The use of AI by students to complete assignments or</p>	<p>Pol. 103, 103.1, 113, 113.3, 114, 127</p>
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	<p>POLICY NO. 815.1</p> <p>USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p> <p>assessments shall only be allowed to the extent stated and outlined by the teacher for the individual assignment or course. Students shall be notified in advance of the parameters for use of AI in assignments and assessments.</p> <p>Teachers shall outline use of AI tools and resources in their required lesson plans.</p> <p>Students and staff shall receive training and be expected to appropriately cite original sources for quotations, facts, information, statistics, dates or the paraphrased statements of others. An AI resource shall be cited when the system’s generated content is quoted, paraphrased or otherwise used in the student’s work. Lack of citation to AI generated work improperly implies that the work is entirely that of the student.</p> <p>The Board permits the use of AI detection tools as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of academic integrity.</p> <p>It is the responsibility of all teachers to provide students with notice of whether AI use is permitted on a particular assignment or project. Teachers should use the following scale for guidance:</p> <table><tr><td>0</td><td>No AI Use</td><td>The assignment is completed independently without the assistance of AI.</td><td>No disclosure required.</td></tr><tr><td>1</td><td>AI-Assisted Idea Generation</td><td>AI is used for brainstorming and generating ideas only.</td><td>No disclosure required</td></tr><tr><td>2</td><td>AI-Assisted Editing</td><td>AI is used to edit or refine student work, but not to generate content.</td><td>Student must disclose how AI was used.</td></tr><tr><td>3</td><td>AI for Specified Task Completion</td><td>AI is used to complete certain elements of a task or part of a project with human oversight and evaluation of all AI generated content.</td><td>Student must disclose how AI was used.</td></tr><tr><td>4</td><td>Full AI Use with Human</td><td>AI may be used throughout the</td><td>Student must disclose how</td></tr></table>			0	No AI Use	The assignment is completed independently without the assistance of AI.	No disclosure required.	1	AI-Assisted Idea Generation	AI is used for brainstorming and generating ideas only.	No disclosure required	2	AI-Assisted Editing	AI is used to edit or refine student work, but not to generate content.	Student must disclose how AI was used.	3	AI for Specified Task Completion	AI is used to complete certain elements of a task or part of a project with human oversight and evaluation of all AI generated content.	Student must disclose how AI was used.	4	Full AI Use with Human	AI may be used throughout the	Student must disclose how	<p>Pol. 111</p> <p>Pol. 218</p>
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	Oversight	assignment. The student is responsible for providing human oversight and evaluating the AI generated content.	AI was used.
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Having received such notice from a teacher, any student who violates these standards is subject to discipline including detention, suspension, or expulsion depending on the nature of the violation.

Copyright –

Individuals using AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials.

AI-Generated Content Verification -

Individuals using AI tools and resources have a responsibility to apply proper oversight and evaluation of generated information. AI tools shall not be the sole determining factor used to make decisions related to student learning, assessment, academic integrity or conduct. Staff and students should critically evaluate content produced by AI for potential biases or inaccuracies and understand the importance of cross-referencing with trusted resources.

Evaluation and Monitoring of AI

Administrators, network supervisors and teaching staff shall establish processes for ongoing evaluation and monitoring of AI tools and resources used within the district and on district computers and network resources, including periodic assessments of the impact on student learning.

Issues identified during the evaluation and monitoring process shall be reported to the Superintendent or their designee.

Acceptable Use

All Students and employees shall comply with the District's Policy on the Acceptable Use of District Technology when using

17 U.S.C. 101 et
seq
Pol. 814

	<p style="text-align: center;">POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p> <p>AI tools on school district technology. Violations of the District’s Acceptable Use Policy may result in disciplinary action against the student or employee.</p> <p>Student use of AI tools while using District technology or engaged in District activities is also governed by the Student Code of Conduct, which is hereby incorporated by reference.</p> <p><u>Consequences for Inappropriate Use</u></p> <p>Failure to comply with this policy or district rules regarding appropriate use of AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.</p> <p>Students and staff must immediately report any violations or suspicious activity to the building principal or designee.</p> <p>Users of AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts.</p> <p>Illegal use of AI; intentional modification without permission or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.</p> <p>This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline.</p>	<p>Pol. 113.4, 218, 233, 815, 817</p> <p>SC 4604 Pol. 815</p> <p>Pol. 113.4, 218, 233, 815,</p>
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	<p style="text-align: center;">POLICY NO. 815.1 USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION</p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 4601 et seq, 4604</p> <p>Title 47, Chapter 5, Universal Service – 47 U.S.C. Sec. 254</p> <p>Children’s Online Privacy Protection – 15 U.S.C. Sec. 6501 seq</p> <p>Title 17, Copyrights – 17 U.S.C. Sec. 101 et seq</p> <p>Family Educational and Privacy Rights – 20 U.S.C. Sec. 1232g</p> <p>Education of Individuals with Disabilities – 20 U.S.C. Sec. 1400 et seq</p> <p>Equal Opportunity for Individuals with Disabilities – 42 U.S.C. Sec. 12101 et seq</p> <p>Title 18 Obscene Sexual Materials and Performances – 18 Pa. C.S.A. Sec. 5903</p> <p>Title 18 Sexual Abuse of Children – 18 Pa. C.S.A. Sec, 6312</p> <p>Exploitation and Other Abuse of Children – 20 U.S.C. Sec. 7131</p> <p>Children's Internet Protection Act Certifications Required from Recipients of Discounts Under the Federal Universal Service Support Mechanism for Schools and Libraries – 47 CFR Sec. 54.520</p> <p>Board Policy – Pol. 103, 103.1, 104, 105, 111, 113, 113.1, 113.3, 113.4, 114, 140, 127, 216, 218, 220, 233, 237, 247, 256, 320, 324, 408, 420, 424, 524, 814, 815, 817, 818, 830, 830.1</p>	
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