

**Administrative Procedure EHBD-AP(1): ARTIFICIAL INTELLIGENCE USE - (AI Use Plan)**

Status: DRAFT

Original Adopted Date: Pending

**24A UPDATE EXPLANATION**

MSBA has created this NEW procedure to assist districts with developing standards and rules for acceptable artificial intelligence (AI) use.

This procedure provides a sample framework for a districtwide AI Use Plan. Districts are free to customize this procedure, including its processes and prohibitions. Districts could also choose to create a team rather than appointing a single AI coordinator. MSBA recommends that districts consult with employees, students, parents/guardians, and district community members when developing the AI Use Plan to determine what AI uses may be locally appropriate and the conditions that may need to be set on AI use.

Districts should designate a district AI coordinator and fill in the blank on the first page of this procedure.

This sample procedure prohibits common AI misuses, clarifies the scope of the prohibitions, and gives notice that all district AI users will be responsible for any harm caused by their AI use in or related to the district.

MSBA will be happy to assist districts with this process and serve as a resource for creating the plan.

This procedure and other district policies and procedures addressing artificial intelligence (AI) apply to student and employee AI use of district technology resources (as defined in policy EHB and including district-provided login credentials) regardless of whether the use occurs on district property, at district activities, or off campus when a nexus can be drawn to the educational environment.

This procedure and other district AI policies and procedures also apply to free AI resources.

The superintendent designates the \_\_\_\_\_ [title] as the district AI coordinator.

**AI Use and Prohibitions**

District students and employees must use AI responsibly and in accordance with this AI Use Plan. AI users are responsible for any harm caused by their AI use. District instructional staff will oversee student AI use in the classroom to monitor whether the use is safe, educational, and effective.

District students and employees are strictly prohibited from engaging in the following uses of AI:

1. Using AI in a way that violates any district policy or applicable law;
2. Inputting into any AI any confidential or critical data, as defined in policy EHBD, or any other confidential information unless the AI coordinator has approved the use as safe, appropriate, and legal;
3. Using AI to violate the instructions or requirements of any assignment;
4. Representing AI-generated content as their own work;
5. Using AI to create or disseminate false information on matters or events of public importance;
6. Using AI to create any altered image or voice of any person without obtaining that person's permission;
7. Using AI to generate any material that is obscene or harmful to minors;
8. Using AI to harass, embarrass, defame, misinform, or otherwise harm any person;
9. Using AI to cause disruption to district operations, including instruction;
10. Using an AI product that is not permitted by the AI Use Plan; or
11. Using AI to negatively affect the district or in a way that causes harm.

The AI coordinator may intervene in or prohibit additional AI use that, in the AI coordinator's determination, poses unacceptable risk to the privacy or safety of any person.

Students may be disciplined and employees may be disciplined or terminated for violating these prohibitions, including violations that occur off campus and create a nexus to the educational environment. When AI is involved in other misconduct, the principal or designee may view the use of AI as an aggravating factor that justifies stronger disciplinary consequences.

## Reporting AI Concerns and Misuse

Individuals who have a concern about the safety or effectiveness of approved AI products should report the concern to the AI coordinator, who will investigate the matter and take steps to resolve the concern.

Individuals who suspect AI misuse or are aware of AI use that is potentially harmful or otherwise violates the law or district policies or procedures must report the matter to the AI coordinator. The AI coordinator will notify the building administrator of the allegations and work with the administrator to investigate the alleged misuse or harm.

## Approved AI Products

The AI coordinator will identify AI products and uses that align with the philosophy and strategy set by the board and that meet the criteria for AI use in the district as set out in this AI Use Plan. The AI coordinator will maintain a list of approved AI products and make the list available to employees and students.

## New AI Products or Uses

District employees and students who wish to use an approved AI product for an unapproved use or who wish to use an unapproved AI product may submit a request to the AI coordinator. The request must:

1. Clearly identify the AI product and use being requested;
2. Articulate an educational or productive purpose for the new product or use;
3. Include a copy of the product's data privacy policy and terms of use; and
4. Explain why the requester believes the requested use of the product would be safe.

The AI coordinator will decide whether the request meets these requirements and whether the requested use is safe, appropriate, and legally compliant. The AI coordinator will promptly approve or deny all requests. If a request is denied, the AI coordinator will provide an explanation for the denial to the person who made the request.

## AI Training

The AI coordinator will be responsible for providing appropriate training to employees and students on the nature of AI; safe, appropriate use of AI; and compliance with district policies and procedures governing AI use.