District Policy 3740

Artificial Intelligence (AI) Use

1. Purpose

This policy establishes the Washington County School District's policy for the responsible use of Artificial Intelligence (AI) tools in classroom instruction and school district operations. The District recognizes AI's potential to enhance educational experiences, improve efficiency for educators, and prepare students for an AI-assisted future. The District also recognizes AI's potential to be used in a manner that is harmful to critical thinking and the learning process by removing key factors of personal learning and discovery. This policy seeks to find balance in using AI to promote lifelong learning and continue to foster critical thinking, problem-solving, and holistic literacy. This policy aligns with Utah's focus on AI in education, including training K-12 educators and developing AI literacy.

2. Policy

2.1. **Teacher as Expert, AI as Assistant:** AI tools are intended to serve as an intern or assistant to certified teachers. They support educators' capabilities but do not replace the teacher's role. Certified teachers remain the primary instructional leaders, directing student learning. Student performance is enhanced when learning is guided by a certified teacher.

2.2. **Human Oversight and Judgment:** All content or outputs generated by AI tools must be reviewed and approved by a qualified educator before it can be presented by the educator to students. This ensures human judgment remains central to educational quality and appropriateness.

2.3. **Ethical and Responsible Use:** AI will be used to uphold academic integrity, promote critical thinking, and ensure fairness. This includes addressing data privacy, potential bias, and transparency.

2.4. **Transparency:** The District will be transparent with students, parents, and staff about AI use, including data processing and safeguards. This supports parental involvement and curriculum transparency.

3. Definitions

3.1. "**Artificial Intelligence (AI)**" means computer systems or programs designed to perform tasks typically requiring human intelligence, such as learning, problem-solving, decision-making, language understanding, and content generation.

3.2. **"Confidential or Protected Data"** means any data or information that is protected from public disclosure by Federal or State Law. Including but not limited to the Family Educational Rights and Privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 (hereinafter "FERPA"), the Governmental Records and Management Act U.C.A. §62G-2 (hereinafter "GRAMA"), U.C.A. §53A-1-1401 et seq, and Utah Administrative Code R277-487.

3.3. "**Sensitive Material**" means Learning Material that constitutes objective or subjective sensitive material, as defined in UCA §76-10-1235 and WCSD Policy 4212.

3.4. "**Open-ended Resource**" means a resource as defined in WCSD Policy 4212.

3.5. "**Learning Material**" means material as defined in WCSD Policy 4212.

3.6. **"Open-ended Research"** means the exploration of information, ideas, or solutions that are not confined to a single answer or predetermined outcome

3.7. "**General Use Content Generation"** means the creation of text, images, or other media by AI tools.

4. Procedure

4.1. **Confidential or Protected Data:** The District generally prohibits the use of Confidential or Protected Data with AI tools for both staff and students. If the district adopts an AI platform to process Confidential or Protected Data, an exemption to this may be granted and will be released in an Administrative Letter.

4.2. **Compliance with Sensitive and Pornographic Material Laws**: All AI use must strictly adhere to Utah State Laws regarding Sensitive and Pornographic Material as defined in WCSD Policy 4212 and WCSD Policy 3700. AI tools shall not be used to generate, access, or disseminate any content defined as Pornographic or other Sensitive Material. Utah State Law prohibits such materials in all school settings and requires employees to prioritize protecting children from illicit content.

4.3. **Compliance with District Policy:** AI tools shall not be used or programmed to act in any manner that would violate other WCSD Policies.

4.4. **Academic Integrity and Ethical Use:** AI tool integration requires emphasizing academic integrity. Students and staff must understand AI's ethical implications regarding originality and attribution. AI tools should support learning, not circumvent it. AI should never be used to cheat or engage in academic dishonesty.

4.5. **Staff Use of Artificial Intelligence (AI):** AI tools serve as powerful assistants to certified teachers, enhancing teaching practices and managing workload. AI should be viewed as an "intern" who helps with work but does not take over the teaching process.

    4.5.1. **Permissible Uses**

        4.5.1.1. Staff are authorized to use District-approved AI tools to support their professional responsibilities.

        4.5.1.2. Staff are authorized to use District-approved AI tools to generate Learning Material when vetted using the standards identified under 4.5.3 of this policy.

      4.5.1.3.   Staff are authorized to use District-approved AI tools to assist with grading assignments using the same standard of practice used with peer-graded assignments.

   4.5.2.   **Prohibited Uses**
      4.5.2.1.   Allowing AI to independently design Learning Material that is not considered an Open-ended Resource without educator vetting.
      4.5.2.2.   Allowing AI to make high-stakes decisions like IEP goals or educator evaluations.
      4.5.2.3.   Replacing human interaction for emotional/social development
      4.5.2.4.   Using AI for subjective grading without teacher review.
      4.5.2.5.   Presenting AI-generated content as solely original work without appropriate acknowledgment.
      4.5.2.6.   Using AI to perform analysis on maintained grades, attendance, behavior, or any other Confidential or Protected Data that is not explicitly exempted within an Administrative Letter.

   4.5.3.   **Vetting of All AI-Generated Content:** All AI-generated Learning Material not considered an Open-ended Resource must be vetted by a qualified staff member for compliance with all District policy, including Policy 4212, and for accuracy, appropriateness, and pedagogical value. Teachers are the instructional experts; AI tools are assistants. This vetting process requires teachers to:
      4.5.3.1.   **Review for Accuracy and Relevance:** Ensure content is factually correct, is age-appropriate, and aligns with the curriculum and the Utah Core.
      4.5.3.2.   **Assess for Bias and Educational Equity:** Examine AI outputs for biases and educational equity, in compliance with Policy 4225, and adjust as needed.
      4.5.3.3.   **Verify Compliance with Utah Law and District Policy:** Confirm strict adherence to Utah's Sensitive Material law UCA §76-10-1235, WCSD Policy 4212, and all other District Policies.
      4.5.3.4.   **Evaluate Pedagogical Soundness:** Determine if the material supports learning objectives and promotes critical thinking.
      4.5.3.5.   **Academic Integrity:** Ensure content does not facilitate plagiarism; promotes original thought.
      4.5.3.6.   **Source & Citation (if applicable):** If AI cites sources, verify their credibility and relevance.
      4.5.3.7.   **Data Privacy:** Verify no Confidential or Protected Data was input or is present in AI output, unless otherwise explicitly exempted by Administrative Letter.

4.6.   **Student Use of Artificial Intelligence (AI):** Students are encouraged to use District-approved AI tools when authorized and guided by an educator as valuable learning aids, consistent with the concept of an "Open-ended Resource" as defined in WCSD Policy 4212. When used appropriately, AI can be used to foster lifelong independent learning and critical thinking.
   4.6.1.   **Permissible Uses of AI**
      4.6.1.1.   Open-ended Research;
      4.6.1.2.   General Use Content Generation;
      4.6.1.3.   Curriculum.

4.6.2. **Curricular Use:** AI tools used for curriculum or otherwise used to instruct, mentor, tutor, or provide dynamically generated content directly to students (without educator vetting) about a specific topic in any form that could not be considered Open-ended Research or General Use Content Generation must be designed to:

4.6.2.1. Be completely aligned with the Utah Core;

4.6.2.2. Comply with Utah State Law;

4.6.2.3. Operate in a walled garden environment;

4.6.2.4. Be sufficiently configurable to comply with all WCSD Policies;

4.6.2.5. Provide monitoring and supervision tools for educators to audit compliance.

4.6.3. **Educator Responsibilities:** Any student use of AI requires that the educator:

4.6.3.1. Use District-approved digital citizenship practices and standards.

4.6.3.2. Provide appropriate supervision as identified in Policy 3730, paragraph 3.10.

4.6.3.3. Provide appropriate Internet Content Filtering as identified in Policy 3730, paragraph 3.10.

4.6.3.4. Model ethical AI use, openly discussing how they use AI, explaining the importance of personal learning and discovery, and setting clear expectations for student use and documentation.

4.6.3.5. Clearly communicate to Students when AI may be used and the consequences for misrepresenting AI-generated content.

4.6.3.6. Instruct students regarding the appropriate use of AI as defined in the Utah State Core.

4.6.3.7. Audit student use for compliance with this policy.

4.6.4. Responsible Use

4.6.4.1. Students must use AI tools responsibly and ethically.

4.6.4.2. Students must be transparent about AI use in academic work, acknowledging AI assistance as directed by the educator

4.6.4.3. Students must use appropriate citation and attribution methods for AI-assisted work.

4.6.4.4. Students must develop critical thinking skills to evaluate AI-generated content for accuracy and bias, understanding that AI outputs may not always be correct.

4.6.4.5. Students must understand the consequences of misrepresenting AI-generated content and adhere to academic integrity policies.

4.6.5. **Prohibited Uses (Academic Dishonesty or Misuse)**

4.6.5.1. Using AI to plagiarize, cheat, or submit AI-generated content as original work without proper attribution or permission; or using AI to deceive, mislead, or violate academic integrity policies;

4.6.5.2. Generating or accessing Sensitive or Pornographic Material.

4.6.5.3. Inputting or sharing any Confidential or Protected Data with AI tools unless otherwise explicitly exempted by Administrative Letter.

4.6.5.4. Using AI in an attempt to bypass District network filters or other security measures, engaging in cyberbullying, or using AI for illegal or harmful activities.

4.6.6. Compliance Failure

    4.6.6.1. Any AI Tool that fails to comply with the specific requirements of sections 4.2 or 4.6.2 of this policy shall be immediately reported to the Director of Technology and be barred from student use until the issue is resolved.

4.7. Disciplinary Action

  4.7.1. Employee Disciplinary Actions for violation of the policy shall be in accordance with applicable laws, regulations, and District policies. Any employee found to be in violation may be subject to disciplinary action up to and including termination of employment with the Washington County School District and, when applicable, reported to UPPAC.

  4.7.2. Student Disciplinary Actions for violation of the policy may include loss of technology privileges and other disciplinary action determined by the school administration following the Digital Response to Intervention Plan.

  4.7.3. Other Users' Disciplinary Actions for violation of the policy may include removal or banning access to Technology Resources and/or criminal/civil legal repercussions.

  4.7.4. Regardless of other actions, and when appropriate, any person's actions may be reported to law enforcement. (R277-495-5(3)(a))