USDB Artificial Intelligence (AI) Use Policy

Reviewed/Revised: August 2025	Effective Date:
Authorized By: Utah State Board of Education	

1. Purpose & Scope

This policy establishes responsible and secure use of AI—including generative AI—across USDB academic, administrative, and transportation systems. It applies to students, staff, teachers, administrators, contractors, and third-party vendors using AI tools. The purpose of this policy is to provide guidelines for the ethical and effective use of artificial intelligence (AI) technologies at USDB. This policy aims to enhance learning experiences while ensuring the safety, privacy, and well-being of students and staff.

2. Guiding Principles

2.1. **Enhance Student Outcomes:** AI is adopted to improve student learning, instructional effectiveness, and operational efficiency, with equitable access for all.

2.2. **Compliance with Law & Policy:** All AI deployments must comply with federal (FERPA, COPPA, PPRA), state, and USDB data privacy and technology policies.

2.3. **Build AI Literacy:** Staff and students must be trained in AI capabilities, limitations, biases, and ethical use.

2.4. **Balance Innovation & Risk:** We proactively explore AI benefits while mitigating misinformation, bias, and dependency hazards.

2.5. **Uphold Academic Integrity:** AI tools used in student work must be transparent. Students should cite AI, and educators assess authenticity and intent.

2.6. **Maintain Human Agency:** AI serves as a support tool—humans remain responsible for decisions, instruction, and evaluation.

2.7. **Ongoing Evaluation:** AI applications will be continuously monitored, audited, and updated to comply with evolving standards.

2.8. **Ethical Considerations:** AI tools must be used in a way that promotes fairness and equity. They should not reinforce biases or discrimination. Students and staff should be educated about the ethical implications of AI, including issues related to privacy, bias, and misinformation. The use of AI should comply with all relevant laws and regulations, including those related to data protection and privacy.

3. Definitions

3.1. **Artificial Intelligence (AI):** Technologies that use data to make predictions, and decisions, or generate content without direct human intervention.

3.2. **AI Tools:** Software or applications that utilize AI technologies to perform tasks such as personalized learning, automated grading, and administrative support.

3.3. **AI Oversight Committee**: A committee focused on ?? and comprised of a USDB Administrator, an Educational Technology Specialist, and the Director of the Information Technology team.

4. Acceptable Use

AI tools should be used to support and enhance the educational experience, not replace human instruction. Teachers and administrators must ensure that AI tools are used in a manner that respects students' privacy and data security. AI-generated content must be clearly labeled to distinguish it from human-created content.

4.1. **Instructional Support:** AI may generate supplemental content—summaries, diagrams, practice questions—when educators oversee and verify outcomes.

4.2. **Personalized Learning:** AI-driven tutoring and adaptive resources are permitted under teacher supervision and validated for equity.

4.3. **Assessment Tools:** AI may assist in item creation or diagnostic feedback; assessment and final grading require human review.

4.4. **Administrative & Operational Efficiency:** Permissible uses include communications drafting, scheduling support, resource analytics, chatbot deployment, and transportation route planning, where privacy measures are integrated.

4.5. **School-to-Family Engagement:** AI-powered translation, chatbot responses, and tools for stakeholder communication with explicit opt-in and data safeguards.

5. Guidelines for Using AI Tools by Students

We recognize that artificial intelligence (AI) tools can be helpful for learning, creativity, and problem-solving. However, it is important to use AI responsibly and ethically.

5.1. **Academic Integrity:**

5.1.1. AI tools may assist with ideas, grammar, or research, but all submitted work must be the students.

5.1.2. Students must properly cite any AI-generated content if it contributes significantly to their work.

5.2. **Responsible Use:**

5.2.1. Use AI as a learning aid, not as a shortcut to avoid understanding the material.

5.2.2. Avoid using AI to cheat, plagiarize, or complete assignments dishonestly.

5.3. **Privacy and Safety:**

5.3.1. Students should not share personal information or sensitive data when using AI tools.

5.3.2. Students must follow school guidelines about approved AI platforms and tools.

5.4. **Respect for Others:**

5.4.1. Students are not permitted to use AI to create or spread harmful, inappropriate, or offensive content.

5.4.2. Students should always use AI in a way that respects the rights and feelings of others.

6. **Prohibited Uses**

6.1. **Academic Misconduct:** AI-generated work submitted without attribution, or used to facilitate cheating or plagiarism, is disallowed.

6.2. **Student Harassment:** Creation of AI-generated content intended for bullying or impersonation is strictly prohibited.

6.3. **Privacy Violations:** The Input of any PII into unauthorized AI systems is prohibited. USDB-approved systems must be used.

6.4. **Over-reliance & Unchecked Outputs:** AI tools must be critically evaluated by staff to prevent bias, inaccuracies, and discriminatory outcomes.

6.5. **Undermining Human Roles:** AI cannot replace human judgment, oversight, or decision-making authority in education and administration.

7. **Security, Privacy & Safety**

7.1. Only vetted AI tools with formal data protection agreements may be used.

7.2. Staff and students are to refrain from entering confidential content or sensitive PII into non-compliant AI tools.

7.3. AI systems must feature clear disclosures (AI-human interaction), data encryption, access controls, and regular security testing.

7.4. Personal data collected by AI tools must be protected in accordance with

USDB's data privacy policies.

    7.5.   AI tools should only collect data that is necessary for their educational purpose.

    7.6.   Students and parents must be informed about the data being collected and how it will be used.

8. Training & Support

    8.1.   USDB will provide mandatory training on AI literacy, responsible use, bias awareness, and integration across educational and operational roles.

    8.2.   Ongoing professional development will support teachers in adapting instruction to include AI awareness.

    8.3.   Teachers and staff should receive training on the effective and ethical use of AI tools.

    8.4.   Ongoing support should be provided to ensure that AI tools are used appropriately and effectively.

9. Stakeholder Engagement

    9.1.   USDB will inform families about AI deployment and solicit community feedback.

    9.2.   Consent will be obtained when necessary (e.g., AI tools that process student data).

10. Compliance & Accountability

    10.1.   Staff will report AI-related incidents via established channels.

    10.2.   Annual audits will evaluate AI tool efficacy, compliance, and policy alignment.

    10.3.   Any concerns or incidents related to the use of AI tools should be reported to the designated school administrator.

    10.4.   Violations of this policy may result in disciplinary action in accordance with USDB's code of conduct.

11. Monitoring and Evaluation

    11.1.   The use of AI tools should be regularly monitored to ensure compliance with this policy.

    11.2.   Feedback from students, parents, and staff should be collected to evaluate the effectiveness and impact of AI tools.

    11.3.   The policy should be reviewed and updated periodically to reflect changes in technology and educational practices.