

# CENTER FOR CREATIVITY, INNOVATION, AND DISCOVERY

## Artificial Intelligence Policy

### Purpose

The Board of Directors of the Center for Creativity, Innovation, and Discovery has established this policy to provide clear, structured guidance for the integration of artificial intelligence (AI) at the school in classroom instruction, school management, and systemwide operations. In providing this guidance, the policy seeks to mitigate the risks and maximize the benefits of AI in supporting student learning at the school. The policy applies to all AI technologies and platforms accessed or used by students on the school premises, for school-related tasks, or through school-provided devices and networks.

### Philosophy

The Board recognizes that AI has the potential to become successfully integrated into instructional materials, assessment and feedback, teacher professional learning, pedagogical support for teachers, and student support. While recognizing these potential benefits of AI in the school setting, the Board affirms the importance of academic integrity, student privacy and security, and responsible use related to AI in the educational setting. The board also seeks to empower students to be responsible and innovative in their use of technology, to foster collaborative responsibility among all stakeholders, and to ensure sustainability in technology adoption.

### Definitions

Agentic AI Tools: means tools such as scheduling assistants that can operate autonomously to pursue goals and carry out tasks; these tools do not just analyze or generate information but can act on such information. AI tools can be used for rearranging students' study plans or automatically coordinating parent-teacher conferences based on real-time changes.

Artificial Intelligence (AI): means technology that uses algorithms and data to simulate human intelligence, including decision-making and content generation.

Generative AI (GenAI): means tools that can produce new content, such as text, images, or music, based on patterns learned from their training data; or machine learning where computers learn from data without being explicitly programmed for a specific task. The tools use large language models with massive amounts of data to recognize patterns and relationships between words, images, sounds, code, etc., in order to generate new, original outputs customized to users' prompts.

Predictive AI Tools: means streaming service recommendations and online shopping recommendations that use data about past behaviors to identify patterns and forecast outcomes such as being on track for graduation.

## **Implementation and Monitoring**

- AI tools must undergo a rigorous evaluation process before being approved for classroom use.
- All teachers and staff at the school will receive continual training on the ethical use of AI and its integration into the curriculum.
- Students at the school will receive instruction in digital citizenship, acceptable and effective use of AI, and acceptable and effective use of technology in the educational setting.
- The school will conduct continual monitoring and regular audits to ensure compliance with this policy and to assess the effectiveness and impact of AI in the learning environment.
- Monitoring will be conducted in an ethical manner, respecting the privacy and rights of students.
- Violations of this policy may result in disciplinary action, including but not limited to, restriction of access to AI resources, educational interventions, or other disciplinary measures as deemed appropriate by the administration.

## **Responsible Use of AI in the Educational Setting:**

The school requires that teachers, staff, students, volunteers, and all other stakeholders use AI tools solely for educational purposes when using AI at the school, on school-related tasks, or in an educational setting related to the programs of the school.

- Teachers, staff, students, and other stakeholders are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others.
- Communication with or through AI tools, including chatbots or virtual assistants, must adhere to the same standards of respect and decency expected in human interactions.
- Teachers, staff, students, and other stakeholders must only use AI to distribute or communicate appropriate educational content.
- Teachers, staff, students, and other stakeholders should immediately report any suspicious activity or exposure to inappropriate content encountered during AI use to the school's administration.
- Teachers, staff, students, and other stakeholders should use AI resources, such as software, chatbots, or assistants, responsibly and not simply for ease of use in creating original content.

## **Acceptable Teacher and Staff Use of AI in the Educational Setting**

- Teachers and staff will have access to professional development and training on AI tools.
- Teachers and staff will have access to AI tools that support instructional and administrative tasks.

- Teachers and staff should use AI to enhance teaching, learning, and efficiency.
- Teachers and staff will have opportunities to collaborate on AI integration and support in addressing the challenges and ethical considerations of AI use.
- Teachers and staff are responsible for enhancing, not replacing, human interaction and instruction with AI.
- Teachers and staff must ensure ethical and transparent AI tool usage, including protecting student data privacy and the security of AI-generated content.
- Teachers and staff are responsible for guiding students in the ethical use of AI, modeling appropriate AI, and communicating to students AI usage expectations consistent with this policy.

### **Acceptable Student Use of AI in the Educational Setting**

- Students will have access to age-appropriate AI tools that support their learning and creativity while ensuring the privacy and security of their data and AI-generated content.
- Students are entitled to transparent information about how AI tools are used and should receive support in using these tools effectively and ethically.
- Students are responsible for generating their own content following the guidance and expectations of teachers.
- Students may use AI tools to complement their learning and enhance creativity as permitted by their teacher, while maintaining academic integrity by not representing AI-generated content as their own work and describing how they used AI in completing their own work.
- Students should follow the guidelines established by teachers for citing AI sources, and respect privacy and intellectual property when utilizing AI tools.
- Students should seek to effectively leverage AI to support their learning in an ethical and responsible manner.

### **Prohibited Use of AI in the Educational Setting**

The school prohibits the following uses of AI in the educational setting:

- Violating privacy and data security by collecting, storing, or analyzing student data without explicit consent and a clear educational purpose;
- Engaging in any action that infringes on students' privacy rights or fail to comply with federal or state data protection laws;
- Implementing AI systems that perpetuate biases or discrimination which may disadvantage a student group based on race, gender, socio-economic status, or ability;
- Replacing human interactions, such as teaching and mentoring, with AI or using AI as a substitute for personalized and empathetic interaction between teachers and students;

- Using AI for high-stakes decisions, such as determining a student's academic progression, grading, or disciplinary actions, without human oversight; AI should support but not replace the professional judgement of educators.
- Using AI-generated educational content without the content having been thoroughly vetted by educational professionals to ensure accuracy, relevance, and appropriateness. Relying solely on AI to generate and deliver instructional material is unacceptable.
- Allowing unsupervised use of AI tools by students, especially younger students, which can lead to misuse, exposure to inappropriate content, or misinterpretation of information. Educators must guide and supervise AI interactions within the educational framework;
- Using AI for non-educational activities;
- Submitting AI work as original work within a classroom or educational setting;
- Using AI to engage in plagiarism, cheating, or any form of dishonesty in academic work;
- Sharing sensitive or personal data without proper authorization or oversight;
- Engaging in abusive, harmful, or disrespectful conduct or communication through AI platforms.

### **AI Applications and Sensitive Information**

Because any information used as input in GenAI may be used by that system and potentially made available to other users of the system, school users must not input any sensitive, copyrighted, proprietary, or confidential school or student information, consistent with applicable state and federal laws and school policies, including but not limited to, the following:

- Student information or any information that would be protected by FERPA or Utah privacy laws;
- Staff information or any information that would be protected by Utah privacy laws or other confidential or protected personnel information.

### **Statement on AI Bias and Inaccurate Information**

The school acknowledges the potential biases and inequities embedded in AI tools. The school further acknowledges that the data used to train GenAI models is not usually made public, may be biased, and may violate copyright laws. As a result, the responses generated by GenAI may be biased, wrong, or violate copyright laws. The school is committed to promoting a unified understanding of AI while critically examining its biases to ensure equitable access for all students and accurate information.

### **Age Restrictions and Parental Consent**

The school aligns its use of technology with existing state law and school policies on consent, privacy, and acceptable technology use. Within its technology and device user

agreements, the school will include information on the use of AI at the school and an AI tool user agreement. This agreement will include the following on any AI tools used at the school:

- Information on age restrictions;
- Information on terms of use; and,
- Information on required consents.

### **Review and Update**

This policy will be reviewed and updated regularly to reflect new developments in AI technology, changes in legal and ethical standards, and the evolving needs of the educational environment.

**Adopted:** October 2025