

Soldier Hollow Charter School

Staff Use of Artificial Intelligence (AI) Policy

Effective Date: _____

Approved By: School Board

1. Purpose

The purpose of this policy is to establish standards for the ethical, legal, secure, and effective use of Artificial Intelligence (AI) technologies by employees, contractors, and volunteers of Soldier Hollow Charter School. The School recognizes that AI tools may improve efficiency, productivity, communication, curriculum development, and administrative operations. AI use must comply with Utah law, federal law, student privacy requirements, and school policies. Human employees remain responsible for all decisions, communications, and work products created with the assistance of AI.

2. Definitions

Artificial Intelligence (AI): Computer systems capable of performing tasks that typically require human intelligence. Generative AI: AI systems that generate content such as text, images, audio, video, code, or data outputs. Sensitive Information: Student records, employee records, health information, financial information, and confidential school data.

3. Scope

This policy applies to all school employees, administrators, teachers, support staff, contractors, consultants, and volunteers acting on behalf of the School.

4. Guiding Principles

AI use must support educational objectives, protect privacy, maintain academic integrity, comply with law, include transparency, maintain human oversight, and avoid discrimination or bias.

5. Authorized Uses

Instructional planning, lesson development, administrative drafting, report preparation, research support, professional development, and approved operational activities. All AI-generated content must be reviewed by a staff member before use.

6. Prohibited Uses

Staff shall not upload protected student information into public AI systems, rely solely on AI for grading or discipline decisions, create false records, misrepresent facts, impersonate others, or generate inappropriate content.

7. Transparency and Disclosure

When AI substantially contributes to professional communications or work products, staff should disclose AI use when appropriate and required by policy or law.

8. Data Privacy and Security

Staff must comply with FERPA, COPPA, Utah student data privacy requirements, and School technology policies. Only approved AI tools may be used with school data.

9. Academic Integrity

Teachers shall communicate expectations regarding student AI use and monitor compliance with academic integrity requirements.

10. Accuracy and Human Review

AI-generated content must be reviewed for accuracy, bias, and completeness. Employees remain responsible for all final decisions and communications.

11. Copyright and Intellectual Property

Employees must respect copyright law, licensing requirements, and intellectual property rights when using AI-generated content.

12. Procurement and Approval of AI Tools

No employee may independently purchase or deploy AI tools using school resources without administrative approval.

13. Training

The School may provide annual training regarding responsible AI use, privacy, data security, and legal obligations.

14. Monitoring and Enforcement

Violations may result in loss of technology privileges, disciplinary action, termination, or legal referral when appropriate.

15. Human Accountability

AI is a support tool and does not replace professional judgment. Employees remain fully accountable for compliance, student welfare, and final decisions.

Legal References

Utah Artificial Intelligence Policy Act (SB 149, 2024); FERPA; COPPA; Utah student data privacy requirements; Soldier Hollow Charter School Technology and Acceptable Use Policies.