K-12 Media Comprehensive AI Use Policy Draft

Note: This draft policy is intended to serve as a starting point for school districts considering the adoption of AI use guidelines. It is not legal advice. Districts are strongly encouraged to consult with legal counsel to tailor this policy to local, state, and federal requirements.

# WHEREAS, Purpose of This Policy

Local Education Agencies (LEAs), school districts, and their partners recognize the expanding presence of Artificial Intelligence (AI) in education. When used responsibly, AI can enhance instructional practices, streamline communication, support administrative tasks, and empower student learning. To harness these benefits while minimizing risk, this policy outlines clear expectations for ethical, safe, and equitable AI use across the school system.

# WHEREAS, Scope of Application

This policy applies to all employees, educators, contractors, volunteers, coaches, student workers, and other individuals who interact electronically with students or staff using AI. This includes use on district devices, networks, or any platforms involving district business or communication.

# NOW THEREFORE, Terms and Conditions of this Policy

Artificial Intelligence refers to systems, including machine learning and generative models, that perform tasks such as problem-solving, data analysis, reasoning, content generation, pattern recognition, and natural language processing. These systems may evolve or adapt over time based on inputs and use. This policy governs the use of AI in all school-related activities, ensuring compliance with privacy laws, instructional standards, and district values.

# Guidelines for AI Use

1. District Vetting Required: Any AI platform or tool must be vetted and approved by the District.

2. Parental Consent: Required for generative AI tools where appropriate.

3. Evaluation Criteria: Includes data privacy, bias safeguards, accessibility, and content accuracy.

4. Instructional Alignment: Teachers must clearly state AI use expectations for assignments.

5. Citation: Students must cite AI sources; uncredited use is academic dishonesty.

6. Responsible Use: AI supports—but does not replace—creativity and original thinking.

7. Limitations: AI should not be the sole source for fact-checking.

# Permitted Use Examples

• Teachers: Lesson planning, newsletters, communication drafts.

• Students: Brainstorming, translation, academic prep (with citation).

• Communication Staff: Social posts, scripts, survey analysis.

# Prohibited Use Examples

• Submitting AI-generated work without attribution.

• Generating or sharing biased, harmful, or inappropriate content.

• Inputting personally identifiable information (PII).

• Using unapproved AI tools.

# Internet Safety and Security

Devices and networks must use content filtering protections. Administrators will review and update safety settings as necessary in accordance with applicable federal and state laws.

# Legal Compliance References

Federal Law:

• 20 USC 1232g / 34 CFR Part 99 – FERPA

• 15 USC 6501-6506 / 16 CFR 312 – COPPA

• 20 USC 7101-7122 – Student Support

• 47 USC 254 / 47 CFR 54.520 – Internet Safety

State Examples (customize by district):

• Ed Code 49073.6 – Student records & social media

• Ed Code 51006 / 51007 – Tech literacy

• Ed Code 60044 – Instructional materials

• Penal Code 502 / 313 / 653.2 – Computer crimes and harmful content

# Enforcement and Disciplinary Measures

Violations may result in revoked access, disciplinary action per employee or student handbooks, or legal response depending on the situation.

# Monitoring and Policy Review

The Superintendent or designee shall annually review and revise this policy with stakeholder input to reflect technological, legal, and instructional changes.

Note: The sample state codes included are based on Michigan law. Districts in other states should consult local counsel and replace these with the appropriate state-specific legal references.