



Salem City Schools – Artificial Intelligence (AI) Acceptable Use Guidelines for Students, Staff, and Employees

*(Adapted from Virginia's Guidelines for AI in Education,
<https://www.education.virginia.gov/media/governorvirginiagov/secretary-of-education/pdf/AI-Education-Guidelines.pdf>)*

These guidelines are subject to the Salem City School Division's Student Code of Conduct (<https://www.salem.k12.va.us/scsconductcodes>) and all related school policies. AI use must align with the expectations set forth in the school Division Code of Conduct.

Why AI Matters

Artificial Intelligence (AI) has the power to improve how we teach, learn, and work. It can help personalize learning, support teachers, and prepare students for postsecondary life. But like any tool, it must be used responsibly, ethically, and thoughtfully.

We envision using AI tools in ways that align with the Mission, Vision, and Values of Salem City Schools and go towards students achieving the objectives outlined in our SCS Profile of a Graduate.

Core Principles for Using AI in Salem City Schools

1. Use AI Responsibly:

AI use must follow school rules, respect privacy, and never cause harm. Tools should support learning, not replace human interaction.

2. Protect Integrity & Ethics:

Students and staff must not use AI to cheat, plagiarize, or avoid original thinking. Educators should help students understand ethical risks and how to use AI responsibly.

3. AI Supports People:

AI is a tool to *help* teachers and learners—not a replacement for real conversations, creativity, and caring adults.

4. Empower Student Success:

AI can personalize learning, support diverse needs, and unlock new possibilities. We encourage innovation while ensuring equal access.

5. Stay Curious & Careful:

AI's capabilities are changing fast and in unexpected ways. We will keep learning, adjusting, and sharing what works best to keep up with the technology - and the challenges it may bring.

Smart Practices in Our Schools

- **Learn and Explore:** Teachers and staff will explore AI tools before bringing them into the classroom. This helps us understand both the benefits and risks.
 - **Professional Development:** Staff will be offered training on how AI works and how to use it well in teaching and learning.
 - **Celebrate Success:** We'll share examples of AI being used in smart and creative ways across our schools.
 - **Clear Rules:** AI use must follow our existing policies, including the Student Code of Conduct, academic honesty rules, data privacy policies, and digital citizenship expectations.
 - **Talk About It:** We'll keep conversations going between educators, families, and local leaders about how AI is shaping learning - and what it means for our future.
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Everyone Has a Role

- **Students:** Use AI tools only when allowed, follow the honor code and Code of Conduct, ask questions when unsure, and focus on learning - not shortcuts.

- Teachers & Staff: Design assignments that promote original thinking, teach AI ethics, and clarify when and how AI can be used.
 - School Leaders: Set clear guidelines for AI use, protect data privacy, and support teachers and students with tools, training, and resources.
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Important Reminders

- Never enter any Personally Identifiable Information into any AI tool.
 - AI use is a privilege, not a right. It must be used appropriately, with honesty, integrity, transparency, and respect for others.
 - Communication is key. If AI is allowed on an assignment, teachers will clearly say so and define expectations.
 - Respect privacy and safety. Don't use AI tools that ask for personal or sensitive information unless approved by the school.
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This is a living set of guidelines. AI is evolving, and so will we. Salem City Schools is committed to preparing our students and staff to succeed in an AI-powered world, while always keeping learning, ethics, and human connection at the center.