USE OF ARTIFICIAL INTELLIGENCE - AI

The Ventnor City Board of Education acknowledges that Artificial Intelligence (AI) technology, including but not limited to generative AI, serves as a valuable resource for enhancing educational opportunities, improving district operations, and equipping students with essential skills for a future that requires adaptability, critical thinking, and digital literacy. When integrated and used responsibly, AI contributes to dynamic and engaging work and learning environments.

While AI technology may help automate tasks, improve decision-making, and/or perform complex tasks, it can also present challenges relating to accuracy, reliability, privacy, information security and data protection. The board's intent in adopting this policy is to ensure that AI technology is not used as a substitute for learning. As such, this policy provides guidelines for board, staff, and student use of AI technology in a secure, responsible, and confidential manner that aligns with the district's values, adheres to applicable legal and/or regulatory standards, and promotes the safety and well-being of the school community.

Guidelines for Use - General

A. The chief school administrator shall ensure the development of a district AI Plan and designate a district AI coordinator who will create and oversee a district AI Team.

1. The district AI Plan shall include additional guidelines and information necessary and appropriate to ensure that AI technology is used in a legal, ethical, and responsible manner. The plan may also be used to address the changing landscape of AI technology and related circumstances.

2. The district AI Team shall identify AI technology and uses that align with the philosophy set by the board above and meet the guidelines for AI technology use in the district as set forth in this policy. The district AI Team will maintain a list of approved AI technology systems and shall make the list available to students and staff annually.

3. Review/approval of AI technology use by the district AI Team should consider factors including, but not limited to, whether such AI technology:

a. has a privacy setting where data resharing can be limited or blocked;

b. meets current student data privacy standards;

c. can be offered/accessed in an equitable manner by students and/or staff;

d. has any inherent bias, and if so, whether such bias can be minimized or eliminated;

e. has safeguards in place to confirm that accurate and factually correct information are provided; and

f. conforms with all use criteria as set forth in this policy and/or the district AI Plan.

B. All AI technology users shall ensure that the specific AI technology being used has been reviewed and approved by the district AI Team in accordance with this policy and any applicable district AI Plan.

C. AI technology users are prohibited from:

1. Using AI technology to access, create, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others.

2. Sharing confidential information, or personally identifiable information with AI technology regarding another student, staff member, or other person. AI information should not be shared with the intent to threaten, intimidate, harass, or ridicule another person. Personally identifiable information includes, but is not limited to, a person's name, address, email address, telephone number, social security number, physical or facial "likeness", or other information that can potentially be used to identify the subject of the disclosure.

3. Using AI technology in any way that violates the Family Educational Rights and Privacy Act (FERPA), and the Children's Online Privacy Protection Act (COPPA), and any other applicable state or federal laws or regulations.

4. Whenever a user is found to have violated district policy, the principal or designee may implement appropriate discipline or remediation. Improper use of AI technology may also result in civil, administrative, or criminal action in accordance with applicable laws.

D. The chief school administrator or designee will ensure parents/guardians are informed of AI technology use within the curriculum.

Guidelines for Use – Staff

A. Staff shall receive professional development/training on the use of AI technology in the classroom. Staff will be trained on AI technology as it relates to the following:

1. ethical professional use;

2. capabilities and limitations;

3. critical analysis of content produced;

4. how to monitor and evaluate student inputs into AI technology;

5. parameters established by the district for integrating AI technology into classroom/instructional design;

6. confidentiality; and

7. other content as deemed appropriate by the chief school administrator or designee.

B. As appropriate, the board shall provide ongoing professional development opportunities to effectively support staff in integrating AI technology into instructional practices and planning.

C. Teaching staff shall clarify whether students are prohibited from using AI on assignment(s) and will guide and monitor student use of AI, educating students about the responsible and ethical use of AI technology, its limitations and potential biases.

Guidelines for Use – Students

A. Building principal(s) shall ensure that student users of AI technology receive instruction and/or guidance on the following:

1. expectations regarding appropriate use of AI technology;

2. the capabilities and limitations of AI technology;

3. critical analysis of content produced by AI technology;

4. how to disclose, use, and cite AI technology resources;

5. the importance of not disclosing personally identifiable information when using AI technology;

B. Student use of AI technology in the classroom or on class assignments shall align with individual teaching staff instructions and use expectations.

C. The board emphasizes the importance of academic integrity when using AI technology. Student users are expected to use AI technology, when permitted by teaching staff, as a supplemental aid for brainstorming, clarifying concepts, and improving understanding. Any AI-generated content should be properly cited, and students should be transparent about their use of AI technology in academic work.

D. Violation(s) of these guidelines may result in discipline in accordance with the district's student code of conduct.

This policy may be reviewed regularly to ensure it is properly aligned to changing educational practices, advancements in AI technology, and/or changes in applicable laws and regulations.

Feedback from teachers, students, parents, and other stakeholders may be collected to inform ongoing improvements and adjustments to this policy and/or the AI Plan.

Implementation

Rules and procedures implementing this policy shall be reviewed and adopted by the board as required by law and shall be disseminated to staff and pupils annually, and whenever any changes are made.

First Reading: September 23, 2026
Second Reading/Adoption: October 28, 2026

Legal References:

Internet Safety, Children's Internet Protection Act (CIPA – Federal) – 47 U.S.C. Sec. 254
Children's Internet Protection Act Certifications - Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520
Children's Online Privacy Protection Act (COPPA) – 15 U.S.C. Sec. 6501 et seq.
U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.
Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256
Family Educational Rights and Privacy Act (FERPA) – 20 U.S.C. 1232g
Family Educational Rights and Privacy Act (FERPA) Regulations – Title 34, Code of Federal Regulation - 34 CFR Part 99
Individuals with Disabilities Education Act (IDEA) – 20 U.S.C. Sec. 1400 et seq.
Individuals with Disabilities Education Act (IDEA) Regulations – Title 34, Code of Federal Regulations - 34 CFR Part 300
Enhancing Education Through Technology Act – 20 U.S.C. Sec. 7131
Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794
Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.
Nondiscrimination on the Basis of Disability in State and Local Government Services – Title 28, Code of Federal Regulations, 28 CFR Part 35

Nondiscrimination on the Basis of Public Accommodations and in Commercial Facilities – Title 28, Code of Federal Regulations, 28 CFR Part 36

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance – Title 34, Code of Federal Regulations – 34 CFR Part 104

New Jersey Department of Education Guidance on AI, available at https://www.nj.gov/education/innovation/ai/index.shtml

N.J.S.A. 10:5-1, et seq. New Jersey Law Against Discrimination
N.J.S.A. 18A:37-13, et seq. Anti-Bullying Bill of Rights Act
N.J.S.A. 2C:33-4.1 New Jersey Law Against Cyber Harassment
N.J.S.A. 18A:36-35 Disclosure of certain student information on Internet prohibited without parental consent
N.J.S.A. 18A:36-40 Written policy concerning electronic communications between school employees and students
N.J.S.A. 18A:6-128 Ongoing professional development; corrective action plan
N.J.S.A. 18A:6-130 et seq. Professional development
N.J.S.A. 18A:40A-3 Initial in-service training programs; curriculum;
N.J.S.A. 2A:38A-1 et seq. Actions for computer related offenses
N.J.S.A. 2C:20-25 Computer criminal activity; degree of crime;
N.J.S.A. 18A:7A-10 et seq. New Jersey Quality Single Accountability Continuum for evaluating school performance
N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student information prohibited
N.J.S.A. 18A:36-39 Notification by school to certain persons using certain electronic devices; fine
N.J.A.C. 6A:7-1.6 Professional development
N.J.A.C. 6A:9C-1.1 et seq. Required professional development for teachers See particularly: N.J.A.C. 6A:9C-4.1 through -4.4
N.J.A.C. 6A:10-2.4 Evaluation procedures for all teaching staff
N.J.A.C. 6A:10-2.5 Corrective action plans for all teaching staff
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:16-7.7 Harassment, Intimidation and Bullying
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Cross References:

*1111 District publications

*3514 Equipment
*3516 Safety 3
543 Office services
*3570 District records and reports
*4131/4131.1 Staff development; in-service education
4118.2/4218.2 Freedom of speech (staff)
*5114 Suspension and expulsion *5124 Reporting to parents/guardians
*5125 Student records
*5131 Conduct/discipline
*5131.1 Harassment, intimidation and bullying
*5131.5 Vandalism/violence
*5142 Pupil safety
5145.2 Freedom of speech/expression (students)
*6142.10 Internet safety and technology
*6144 Controversial issues
*6145.3 Publications
6161 Equipment, books and materials