Marion County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: **Use of Artificial Intelligence Programs**	Descriptor Code: **4.214**	Issued Date: **07/08/24**
		Rescinds:	Issued:

1   *General*

2   Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
3   district.[1]

4   Only approved AI programs may be utilized in student instruction or in completing student work. The
5   Director of Schools shall develop a procedure for staff to submit additional programs for approval.

6   District technology staff are tasked with overseeing the implementation of AI programs. These staff
7   members will review artificial intelligence programs to ensure compliance with district policies as well
8   as state and federal student data privacy laws and present recommendations to the Director of Schools
9   for approval. Any approved programs shall be accessible to all students.

10   Employees shall not place personally identifiable information, financial information, intellectual
11   property, or other confidential information into an AI system.

12   The Director of Schools shall incorporate training programs on AI into professional development for
13   district staff. This training shall focus on responsible use of AI and best practices for use in school
14   settings and include instruction regarding personally identifiable information and the need to comply
15   with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and
16   properly storing any data that is collected by the district in compliance with state and federal law.

17   **STAFF USE**

18   Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting
19   communications, notes, images, and the development of content for instructional or administrative
20   purposes, as well as analyzing data and information. The following requirements shall be adhered to
21   when using AI in the completion of work:

22   1. Employees shall disclose their use of a generative AI tool if failure to do so would:
23   a. Violate the terms of the use of the AI tool;
24   b. Would mislead a supervisor or others as to the nature of the work; or
25   c. Would be inconsistent with the teacher code of ethic;.[2]
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28   2. Employees shall take all reasonable precautions to ensure the security of private student data
29   when utilizing AI programs;

3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in order to reduce the risk of errors and inaccuracies;

4. Outputs shall not be incorporated into proprietary content or works;

STUDENT USE

Teachers may allow students to use approved AI programs for instructional purposes. Any such use shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of AI.

ACADEMIC INTEGRITY

Students shall be instructed on responsible use standards including but not limited to the following:

1. Effective use of generative AI;

2. When it is appropriate to use AI in assignments;

3. How to determine whether AI responses are accurate;

4. Users assume responsibility for incorporating AI content responsibly; and

5. The difference between cheating and seeking support.

NOTICE TO PARENTS

The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in the district. An approved list of AI programs will be provided by posting on the website and inclusion in the student handbook.

REPORTING

The Director of Schools shall submit a report to the Board of Education each June on how this policy will be enforced in the upcoming school year. The Board shall approve the report and the Director shall submit it to the Department of Education by July 1st.

Legal References

1. Public Acts of 2024, Chapter No. 550
2. TCA 49-5-1001

Cross References

Use of the Internet 4.406