MSBA Core Manual
Basic Policy Management Services

Policy EHBD: ARTIFICIAL INTELLIGENCE USE	**Status:** ADOPTED
Original Adopted Date: 04/01/2024 | **Last Reviewed Date:** 04/01/2024	May 16, 2024

This policy and other district policies and procedures addressing artificial intelligence (AI) apply to student and employee AI use of district technology resources (as defined in policy EHB and including district-provided login credentials) regardless of whether the use occurs on district property, at district activities, or off campus when a nexus can be drawn to the educational environment.

This policy and other district AI policies and procedures also apply to free AI resources.

Students and employees may be disciplined, and employees may be terminated, for AI use that violates this policy or any related policy or procedure.

Definitions

The following definitions will apply to all district policies and procedures that relate to artificial intelligence:

Artificial Intelligence (AI) – Any hardware or software capable of adapting its output or performance by applying probabilistic algorithms to input. For the purposes of this policy, any product or service that contains or uses AI, is marketed as AI, or is marketed as using or containing any kind of AI will also be defined as AI when the AI component is used.

Confidential Data/Information – Information that the district is prohibited by law, policy, or contract from disclosing or that the district may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information (PII) about students and employees, student and employee medical information, student education records, and information about any student's individualized education program (IEP) or Section 504 plan.

Critical Data/Information – Information that is essential to district operations and that must be securely maintained to avoid disruption to district operations.

Generative AI – A type of AI whose primary purpose is to accept input, process the input through probabilistic algorithms, and use the result to generate new output that resembles human-made intellectual or creative work, such as writing or art. Large language models (chatbots) are an example of generative AI.

AI Coordinator and AI Use Plan

The superintendent will designate a district AI coordinator who will have chief responsibility for regulating, monitoring, and adjusting AI use in the district and developing the district's AI Use Plan. The AI coordinator

may consult with experts or others outside the district but may share critical or confidential data only under appropriate confidentiality or nondisclosure agreements. The board encourages employees, students, parents/guardians, and community members to provide input to the AI coordinator on the district's AI Use Plan.

The AI Use Plan will provide a detailed set of rules for acceptable AI use in the district that may be regularly updated as new issues emerge. The purpose of the AI Use Plan is to protect the safety and security of students, employees, and the district while allowing for appropriate educational and productive enhancements enabled by AI. AI may be used by employees and students only in accordance with the AI Use Plan.

The AI Use Plan and any actions or decisions that affect AI use must prioritize the security of student, employee, and district data.

The AI coordinator must be knowledgeable of the contents of the privacy policies of all AI products used in the district, including any relevant changes to the policies. Any AI product used must comply with legal privacy requirements.

If the district has an information security officer (ISO) who is not also the AI coordinator, the AI coordinator will coordinate with the ISO to maintain the integrity, privacy, and safety of the district's network(s), technology, and data.

Annual Review of AI Use

At least once per school year, the AI coordinator will review the district's AI use for safety, data privacy, appropriateness, and effectiveness and make appropriate changes. Employees and students may submit requests for new AI uses to the AI coordinator according to the procedures outlined in the AI Use Plan.

Notice to Parents/Guardians

The district will update parents/guardians at least annually with a summary of AI use in the district, including any significant changes to the AI Use Plan.

Training

The district will train all employees and students on the requirements of this policy, other district policies regarding data management and privacy, acceptable uses of AI, and AI prohibitions.

Dent-Phelps R-III School District, Salem, Missouri

Policy Reference Disclaimer:
 These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Federal	Description
18 U.S.C. §§ 2510-2520	Electronic Communications Privacy Act
18 U.S.C. §§ 2701-2711	Stored Communications Act
20 U.S.C. § 1232g	Family Educational Rights and Privacy Act
20 U.S.C. § 1232h	Protection of Pupil Rights Amendment
20 U.S.C. § 1400-1417	Individuals with Disabilities Education Act

Cross References

Code	Description
BBFA	BOARD MEMBER CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE
GBCB	STAFF CONDUCT
GBCBB	PROTECTED STAFF COMMUNICATIONS
JG-R1	STUDENT DISCIPLINE
JO-AP(2)	STUDENT RECORDS - (Disclosure of Photographs, Images and Recordings Maintained by the District)
JO-1	STUDENT RECORDS
JO-1-AP(1)	STUDENT RECORDS - (K-12 Districts)
JO-2	STUDENT RECORDS
JO-2-AP(1)	STUDENT RECORDS - (K-8 Districts)