

Policy EHBD: ARTIFICIAL INTELLIGENCE USE

Status: ADOPTED

Original Adopted Date: 04/01/2024 | **Last Revised Date:** 09/01/2025 | **Last Reviewed Date:** December 18, 2025
09/01/2025

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. Generative AI is divided into three categories:

1. *Student-Facing Generative AI* – The class of resources and uses of generative AI with or by students in student instruction where personally identifiable student information is or reasonably could be entered into the AI application, tool, or system.
2. *Confidential Generative AI* – The class of resources and uses of generative AI for the noninstructional purposes of applying generative AI to confidential data/information to produce new narratives, recommendations, predictions, communication drafts, and the like

based on the confidential information supplied.

3. Operational Generative AI – Resources and uses of generative AI for narratives, recommendations, predictions, communication drafts, and the like based on nonconfidential data inputs.

AI Coordinator(s) and AI Use Plans for Generative AI

The superintendent will designate at least one district AI coordinator to monitor advancements, risks, and best practices in the field of generative AI relevant to the district, especially including data privacy and security of the district and all affected persons. The AI coordinator(s) will also serve as a professional resource and advisor for the district on these topics. The AI coordinator(s) may consult with experts or others outside the district but may share critical or confidential data only under appropriate confidentiality or nondisclosure agreements.

In accordance with the definitions above:

1. The selection and implementation of student-facing generative AI resources and use cases is part of the district's instructional materials selection process (see policy IIA), and the principles of policy EHB will be incorporated into that process where appropriate. An AI coordinator will develop an AI Use Plan for student-facing generative AI to provide guidance to professionals making these selections. An AI coordinator may also serve as an advisor and resource throughout the selection process, particularly with new products and services being considered.
2. The appropriate AI coordinator will create one or more (as needed) AI Use Plan(s) for confidential generative AI and operational generative AI to serve as a detailed set of criteria for acceptable AI tool selection and use in the district (including privacy and cybersecurity) that may be regularly updated as new issues emerge.

The purpose of each AI Use Plan is, in its context, to protect the safety and security of students, employees, and the district while allowing for appropriate educational and productive enhancements enabled by generative AI.

AI Use Plans and decisions made in accordance with them must prioritize the security of student, employee, and district data. The AI Use Plans must direct a careful and informed consideration of the privacy policies of any products and services considered for use in the district, including any relevant changes to the policies. The board encourages employees, students, parents/guardians, and community members to provide input to a district AI coordinator on the district's AI Use Plans.

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

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 Plans.

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.

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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

18 U.S.C. §§ 2510-2520

18 U.S.C. §§ 2701-2711

20 U.S.C. § 1232g

20 U.S.C. § 1232h

20 U.S.C. § 1400-1417

Description

[Electronic Communications Privacy Act](#)

[Stored Communications Act](#)

[Family Educational Rights and Privacy Act](#)

[Protection of Pupil Rights Amendment](#)

[Individuals with Disabilities Education Act](#)

Cross References

Code

BBFA

BBFA-AF(2)

GBCB

GBCBB

GBCBB-AF(1)

IIA-AP(1)

IIA-1

IIA-2

JG-R1

JO-AP(2)

JO-AF(1)

Description

[BOARD MEMBER CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE](#)

[BOARD MEMBER CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE - \(Statement of Substantial Interest\)](#)

[STAFF CONDUCT](#)

[PROTECTED STAFF COMMUNICATIONS](#)

[PROTECTED STAFF COMMUNICATIONS - \(Notice to Employees Section 105.055, RSMo.\)](#)

[INSTRUCTIONAL MATERIALS - \(Textbook Selection and Adoption\)](#)

[INSTRUCTIONAL MATERIALS](#)

[INSTRUCTIONAL MATERIALS](#)

[STUDENT DISCIPLINE](#)

[STUDENT RECORDS - \(Disclosure of Photographs, Images and Recordings Maintained by the District\)](#)

[STUDENT RECORDS - \(FERPA Release\)](#)

JO-AF(2)	<u>STUDENT RECORDS - (Record of Requests for Information)</u>
JO-AF(3)	<u>STUDENT RECORDS - (Request to Amend Education Records and Request for a Hearing)</u>
JO-AF(4)	<u>STUDENT RECORDS - (Response to Hearing)</u>
JO-AF(5)	<u>STUDENT RECORDS - (Request for Education Records)</u>
JO-AF(6)	<u>STUDENT RECORDS - (Transfer of Records to School Student is Currently or Prospectively Attending)</u>
JO-AF(7)	<u>STUDENT RECORDS - (Conditions for Disclosure of Student Records to Officials and Authorities of the State Juvenile Justice System)</u>
JO-AF(8)	<u>STUDENT RECORDS - (Letter to Parent Regarding Receipt of a Subpoena)</u>
JO-AF(9)	<u>STUDENT RECORDS - (Nondisclosure Agreement)</u>
JO-1	<u>STUDENT RECORDS</u>
JO-1-AP(1)	<u>STUDENT RECORDS - (K-12 Districts)</u>
JO-2	<u>STUDENT RECORDS</u>
JO-2-AP(1)	<u>STUDENT RECORDS - (K-8 Districts)</u>