Artificial Intelligence Usage Policy for USD 113

Policy Statement:

This policy outlines the guidelines and regulations for the appropriate and ethical use of Artificial Intelligence (AI) within the USD 113 organization. This policy ensures that AI technologies are implemented responsibly, transparently, and with the utmost consideration for the well-being and safety of students, staff, and the community.

1. Purpose and Scope:

This policy applies to all AI technologies used within USD 113, including educational tools, administrative systems, security measures, and any other applications.

AI implementation's main purpose is to enhance educational experiences, streamline administrative processes, and improve efficiency within the organization.

2. Ethical Considerations:

All AI technologies must adhere to ethical standards and respect the rights, dignity, and privacy of students, staff, and stakeholders.

AI algorithms and decision making processes must be transparent, accountable, and free from bias or discrimination.

Usage of AI should prioritize the wellbeing and educational outcomes of students above all other considerations.

3. Data Privacy and Security:

Data collected and processed by AI systems must be handled in accordance with applicable data protection laws and regulations.

Personally identifiable information (PII) of students, staff, or any other individuals must be safeguarded and used only for authorized purposes.

Adequate measures must be in place to protect AI systems from unauthorized access, data breaches, or misuse.

4. Educational Use of AI:

AI tools used for educational purposes should support personalized learning, adaptability, and accessibility for all students.

Teachers and educators must receive proper training and support in utilizing AI technologies effectively and responsibly in the classroom.

AI applications should complement traditional teaching methods and enhance the learning experience without replacing human interaction and mentorship.

5. Transparency and Accountability:

The decision-making process of AI systems, including algorithms and data inputs, must be transparent and understandable to stakeholders.

Mechanisms for accountability and oversight should be established to monitor the performance and impact of AI technologies within the organization.

Regular audits and reviews of AI systems should be conducted to ensure compliance with this policy and address any issues or concerns.

6. Vendor and Partner Relationships:

When procuring AI technologies from third-party vendors or partners, the organization must ensure that they comply with this policy and meet the necessary ethical and technical standards.

Contracts and agreements with vendors should include provisions for data privacy, security, and compliance with applicable regulations.

An evaluation and review process with the Technology Support Department should be completed BEFORE acquiring or utilizing 3rd party AI technology for confidential data.

7. Continuous Improvement and Evaluation:

USD 113 personnel shall regularly assess the effectiveness, impact, and ethical implications of AI usage within the organization.

Feedback from students, staff, parents, and other stakeholders should be solicited and considered in the evaluation process.

Based on assessments and feedback, appropriate adjustments, improvements, or revisions to AI policies and practices should be made as needed.

8. Adoption and Communication:

All stakeholders within the Greenbush organization, including students, parents, teachers, staff, administrators, and board members, shall be informed of this policy and their roles and responsibilities regarding AI usage.

Training sessions, informational materials, and other communication channels shall be utilized to promote awareness and understanding of this policy.

9. Copyright Material Usage:

Copyrighted material shall not be used or modified within AI applications unless appropriate permissions or licenses have been obtained. Employees shall ensure compliance with copyright laws and regulations when utilizing AI technologies to avoid infringement of intellectual property rights.

Any use of copyrighted material must be in accordance with applicable fair use policies or other legal exemptions. Unauthorized reproduction, distribution, or modification of copyrighted content is strictly prohibited and may result in disciplinary action, as outlined in section 11 of this policy.

10. Review of AI Output:

All output generated by AI technologies must undergo thorough review and validation before being used or implemented within the organization. This review process is

essential to ensure the accuracy, reliability, and appropriateness of AI-generated content, recommendations, or decisions.

Any discrepancies, errors, or concerns identified during the review process must be addressed promptly and appropriately before the AI-generated output is utilized for educational or administrative purposes.
Compliance with the review requirement is crucial for maintaining the integrity and effectiveness of AI applications.

11. Compliance and Enforcement:

Failure to comply with this policy may result in disciplinary action, including but not limited to reprimand, suspension of AI usage privileges, or termination of employment.

All employees are responsible for reporting any suspected violations of this policy to the appropriate authorities for investigation and resolution.

12. Policy Review:

This policy shall be reviewed periodically to ensure its effectiveness, relevance, and alignment with emerging technologies and best practices.

Any proposed revisions to this policy shall undergo a review process involving input from relevant stakeholders before implementation.

Conclusion:

The responsible and ethical use of Artificial Intelligence within the USD 113 organization is essential for fostering a safe, inclusive, and innovative working and learning environment. By adhering to the principles and guidelines outlined in this policy, USD 113 commits to harnessing the power of AI to enhance education while upholding the rights and wellbeing of all individuals involved.