

# School AI Policy Template

Customizable for K-12 schools and districts

School Name: \_\_\_\_\_ Date Adopted: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Review Date: \_\_\_\_\_

Note: This template is a starting point. Schools should review it with district leadership and any required legal, data privacy, or technology governance teams before adoption.

## 1. Purpose

This policy establishes guidelines for the responsible use of artificial intelligence tools in our school. AI tools include chatbots, text generators, image generators, recommendation systems, and software that uses machine learning to produce or shape content.

## 2. Student Use of AI

Students may use AI tools when explicitly permitted by their teacher for a specific assignment. Students must disclose when AI was used in their work. Students must review, verify, and edit all AI-generated content before submitting it. Copying AI output without review, editing, or attribution is a violation of academic integrity.

## 3. READY Framework for Responsible Use

Students and staff should use the AI Kairos READY framework: Recognize AI all around you; Evaluate outputs and ask, "Do I need to use AI for this?"; Apply skills you have learned; Develop more skills; and You are in charge of how you use AI.

## 4. Teacher Use of AI

Teachers may use AI tools to assist with lesson planning, differentiation, feedback preparation, and resource creation. Teachers should model responsible AI use for students. AI-generated content used in instruction should be reviewed for accuracy, bias, privacy, and age appropriateness. Teachers should teach students how to evaluate AI outputs, not only how to use AI tools.

## 5. Academic Integrity

Using AI to complete an assignment without permission or disclosure is considered academic dishonesty. Students must clearly indicate which portions of their work involved AI assistance when required by the assignment. The focus is on the student's thinking process, not only the final product.

## 6. Data Privacy and Safety

Students should never enter personal information into AI tools. Personal information includes full names, addresses, phone numbers, school records, private family details, images, or other student data. AI tools used in the classroom must comply with COPPA, FERPA, district privacy policies, and applicable state requirements. Schools should maintain a list of approved AI tools.

## 7. Equity and Access

AI literacy instruction should be available to all students regardless of their access to technology at home. Activities should be designed to work with or without live AI tools. Digital resources and print-ready resources should both be available when possible.

## 8. Review and Updates

This policy should be reviewed annually and updated as AI technology, laws, district guidance, and classroom practice evolve. Feedback from teachers, students, families, and administrators should be included in revisions.

Signature	Name	Date
Principal / Administrator	_____	_____
Teacher Representative	_____	_____
Parent / Caregiver Representative	_____	_____
Technology / Data Privacy Representative	_____	_____