ASD File: EHAG

AUBURN SCHOOL DISTRICT
USE OF ARTIFICIAL INTELLIGENCE

A. PURPOSE AND GENERAL POLICY STATEMENT

The Auburn School Board recognizes the potential that Generative Artificial Intelligence ("Generative AI") offers in enhancing educational opportunities, streamlining operations and preparing students for a future that demands adaptability, critical thinking and digital literacy. When incorporated and used in a responsible and ethical manner, Generative AI can support dynamic education and working experiences. Generative AI is a complement to Human Intelligence, not a substitute.

The ultimate goal of this policy is to support learning, creativity, and innovation, all the while safeguarding student and employee data, academic integrity, and digital citizenship. The policy establishes the general guidelines for the responsible, ethical, and equitable selection and use of Generative AI in the District's educational and working environments.

The Board directs that the use of Generative AI in the educational and working environments shall be limited, as provided in this policy, to approved Generative AI tools or resources and approved purposes.

B. DEFINITIONS

"Human Intelligence (HI)" - refers to the capacity of an individual to acquire, understand, and apply knowledge, solve problems, think critically, reason logically, and adapt to new situations. It encompasses the ability to learn from past experiences, make decisions, exhibit creativity, and interact effectively with others in various contexts, reflecting the unique cognitive and emotional capabilities of human beings.

"Artificial Intelligence (AI)" - means technology designed to mimic human intelligence and perform tasks requiring human-like intelligence, such as reasoning, learning, and decision-making, such as analyzing data, recognizing patterns and making decisions.

"**Generative Artificial Intelligence (Generative AI)"** - is an advanced subset of AI that is capable of displaying human-like capabilities for cognitive tasks such as reasoning, learning, planning, and creativity. Generative AI tools and resources may adapt their behavior to a certain degree by analyzing the effects of previous actions and operating under varying and unpredictable circumstances without significant human oversight. As such, Generative AI tools and resources have the capacity to generate new content from learned data and pattern recognition across various mediums such as text, code, images, audio and video data. The focus of this policy is Generative AI.

"Non-generative Artificial Intelligence" means AI technology/applications which can analyze, classify, or make decisions based on existing data, but, unlike Generative AI, is unable to create new content.

"AI Literacy" means the ability to understand, use and interact with AI systems effectively, efficiently and responsibly.

"AI-generated content" refers to any text, image, audio, video, or code that is created in whole or in part by a Generative AI tool rather than being directly authored by a human.

"Generative AI tool" means a software application or platform that uses generative AI to create new content (e.g., text, images, music). The user interacts directly with the Generative AI tool (e.g., ChatGPT, Google Gemini, Microsoft Copilot) to generate content based on prompts or inputs.

"Generative AI resource" means any material, guide, or support content that helps users understand, use, or teach about Generative AI tools. A Generative AI resource supports learning about or how to use generative AI tools (e.g., lesson plans on AI ethics, tutorials on using Generative AI, policy documents/videos, etc.), rather than generating content itself.

"Deepfake" means a video, audio, or any other media of a person in which their face, body, or voice has been digitally altered so that they appear to be someone else, they appear to be saying something that they have never said or to manipulate the actual statement to suggest a meaning that the original statement did not convey, or they appear to be doing something that they have never done.

C. APPROVAL OF GENERATIVE AI TOOLS AND RESOURCES

No Generative AI tool may be introduced into the District's computer and network systems without prior approval. The Superintendent or designee will ensure that a Generative AI tool is (1) reviewed by personnel appropriate to the anticipated use of that Generative AI tool (e.g., Superintendent, Assistant Superintendent, Principal, and (2) vetted and approved according to the provisions of Board policy EHAB and the District's Data Governance and Privacy Plan and included in the District's Student Data Privacy Agreement Database.

When selecting and approving Generative AI tools and resources, the District will use the following as guiding principles:

1. Students and educators remain at the center of education.
2. Evidence-based AI technology can and should enhance the educational experience.
3. The District has a responsibility to ensure students have access to and use of AI tools.
4. The District has a responsibility to protect confidential student and employee data, and other confidential information.
5. The Board has a responsibility to use District resources efficiently.

Be effective, responsible and ethical use of Generative AI requires ongoing and meaningful training for students, educators and administrative personnel. The District's technology protection measures, including content filters, shall be enforced during use of Generative AI tools or resources on District computers/devices and network resources.

The District shall not be responsible for any information that may be lost, damaged or unavailable when using a Generative AI tool or resource. The District shall not be responsible for the dissemination, replication or alteration of information or data input by any student or staff into any Generative AI tool or resource. Nothing in this policy is intended to limit the District's obligations under applicable law or regulations. The District shall not be responsible for any unauthorized charges or fees resulting from access or use of Generative AI tools or resources.

D. TEACHERS USE OF GENERATIVE AI

1. Teachers may only use generative AI tools that have been formally approved by the district or

school.
2. Clearly communicate to students when and how AI tools should be used.
3. Ensure AI-generated content is age-appropriate and aligned with curriculum standards.
4. Avoid using AI to replace core instructional responsibilities.
5. Supervise student use and provide guidance on ethical and responsible use.
6. Participate in training on AI literacy and responsible classroom integration.

E. ADMINISTRATOR USE OF GENERATIVE AI

1. Support the review and approval process.
2. Monitor the impact of AI tools on teaching and learning.
3. A one-time communication will inform parents and guardians that students will have opportunities to use DPA-approved Generative AI tools throughout the school year in our classrooms.
4. Maintain a public list of approved AI tools.
5. Ensure compliance with district data governance policies and applicable laws.

F. STUDENT USE OF GENERATIVE AI

1. The use of generative AI must not hinder the student learning processes of critical thinking, problem solving, collaboration, effective communication, or other skills necessary to be successful in or out of the classroom.
2. The use of generative AI for academic assignments without teacher permission and guidance is not acceptable.
3. AI contributions referenced must be vetted for accuracy by students.
4. Students must use AI tools ethically and honestly.
5. Students are expected to properly cite or give credit.
6. Follow teacher instructions regarding AI use.
7. Do not input identifiable personal or sensitive information into AI tools.

G. PROHIBITED USES OF GENERATIVE AI

1. Using AI to complete assignments without permission is prohibited.
2. Generating or sharing inappropriate, violent, or discriminatory content.
3. Creating or spreading deepfakes or impersonations are prohibited.
4. Using AI for cyberbullying or harassment.
5. Fabricating news, data, or sources.
6. Uploading or inputting any personal data or confidential information.
7. Circumventing school filters or accessing restricted content.
8. Any other use that violates state or federal laws or regulations, Board policies, or any District, School or Teacher rules, regulations or procedures.

H. CONSEQUENCES FOR VIOLATIONS OR IMPROPER USE

Administrative actions in response to student violations of this policy will follow the student handbook.

I. DISTRICT GENERATIVE AI USE

The Superintendent or designee shall develop and maintain a Generative AI Use Procedures that operationalizes this policy and provides clear guidance for implementation across the district. The procedures shall address and include:

1. Procedures for ongoing review and approval of current and new Generative AI tools and resources;

2. Specific acceptable use provisions for teachers, students and administrative personnel, age appropriate when necessary;

3. Identification of methods of ensuring access for students to Generative AI tools and resources;

4. Provisions for improved and ongoing training in the responsible use of Generative AI;

5. Dissemination of information regarding use of Generative AI in the District to students, parents, teachers and other appropriate groups;

6. Integration of Generative AI information or provisions into the Districts Acceptable Use policies and agreements;

7. Provisions for obtaining stakeholder input (e.g., administrative committee(s), parent surveys/engagement, etc.).

The Superintendent in consultation with appropriate personnel (building administrators, IT personnel, teacher representatives, shall review the District Use of Generative AI procedures annually. Procedures, and any recommendations for policy changes or required resources, shall be reported to the School Board.

J. DATA PRIVACY AGREEMENTS

The Auburn School District building administrators, personnel and students are prohibited from entering Personally Identifiable Information (PII) into generative AI tools, and all school-sponsored generative AI resources will be DPA-approved.

Legal References:

RSA 189:65 Definitions, RSA 189:66 Data Inventory and Policies Publication RSA 189:67 Limits on Disclosure of Information RSA 189:68 Student Privacy RSA 189:68-a Student Online Personal Information
Federal Statutes
15 U.S.C. §§ 6501-6506 Children's Online Privacy Protection Act (COPPA) 20 U.S.C. § 1232h Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1400-1417 Individuals with Disabilities Education Act (IDEA) 20 U.S.C. §1232g Family Educational Rights and Privacy Act (FERPA)

Adopted: June 9, 2026