

ARTIFICIAL INTELLIGENCE

Somerset Public Schools and Somerset Berkley Regional School District

I. Purpose and Vision

The Somerset Public Schools and Somerset Berkley Regional School District (the district) are committed to harnessing and governing artificial intelligence (AI) as a tool that enhances teaching, learning, and operations while maintaining ethical, equitable, and human-centered practices. This policy guides the responsible, transparent, and effective use of AI to advance student learning, teacher innovation, and operational efficiency while ensuring safety, privacy, and academic integrity.

Definition of AI Tools: “For the purposes of this policy, an AI tool refers to any software, application, or system, including, but not limited to, generative models. Large language models (LLMs), chatbots, and automated assistants that mimic human intelligence in performing tasks such as generating text, images, video, code, or data analysis” (Google, 2025).

II. Scope

This framework applies to all students, teachers, staff, administrators, and other district employees. It encompasses the use of AI for educational, operational, and administrative purposes and complements existing policies governing technology use, data privacy, and academic integrity.

III. Guiding Principles

The district will apply the following guiding principles to ensure that AI enhances learning, supports educators, and operates within a framework of safety, equity, and ethical responsibility:

1. Equitable Access and Purpose

AI may be used to enhance student learning, teacher effectiveness, and district operations while ensuring equitable access and inclusive use, reducing bias, closing opportunity gaps, and serving the diverse needs of our school community.

2. Compliance and Privacy

All AI use will adhere to federal, state, and district regulations to safeguard privacy, maintain accessibility, and prevent exposure to unsafe or noncompliant technologies.

3. AI Literacy for All

The district will promote AI literacy among staff and students to ensure understanding of AI’s functions, benefits, and limitations, and to foster ethical, informed, and responsible use.

4. Opportunity and Risk Management

The district will pursue the benefits of AI while proactively identifying and mitigating risks such as misinformation, bias, and inequitable impacts.

5. Academic Integrity

The use of AI will uphold the district’s core values of honesty, fairness, and accountability. All AI-assisted work must include proper attribution and reflect authentic student learning.

6. Human Agency and Oversight

Educators and students will remain the central decision-makers in all instructional and organizational contexts. AI will support, rather than replace, human judgment, creativity, and professional expertise.

7. Continuous Evaluation and Improvement

The district will regularly review, audit, and update its AI practices and policies to ensure they remain ethical, effective, and responsive to emerging technologies and community needs.

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8. Digital Citizenship

The district will cultivate responsible and ethical AI use through the principles of digital citizenship, encouraging students and staff to engage thoughtfully, evaluate AI-generated information critically, and participate as informed, ethical, and active contributors to society.

IV. Monitoring and Review

The district will establish a process to review this policy, evaluate AI tools, ensure compliance with laws such as FERPA, COPPA, and CIPA, conduct periodic audits, and oversee professional learning related to AI ethics and practice. Modifications will be made as needed to address changes in AI tools and pedagogy and to maintain the relevance of this policy.

V. Responsible Use Guidelines

A. *Student Use*

Academic Integrity: AI support becomes inappropriate when it is used in place of students meeting the learning objective or standards, prevents students from developing higher-order thinking and analysis skills, demonstrating their own learning, or interferes with the teacher's ability to accurately assess student learning. Such use of AI compromises the integrity and purpose of an assignment by making it difficult to determine the authenticity of the student's work.

Use for Class Assignments: Students may use AI tools only when permitted by the teacher for a specific learning purpose related to an assigned task. Teacher permission will be guided by the principle that the AI tool must support the student in the process of meeting the learning objective, not fulfill the objective on the student's behalf. Unauthorized use may constitute a violation of academic integrity.

Use for Independent Learning: Students are permitted to use AI tools for personal study, practice, and skill building, provided this does not violate academic integrity.

Transparency and Verification: Students must accurately cite and acknowledge all AI-assisted work using appropriate academic citation styles (e.g., MLA or APA) specified by the teacher. They must also critically verify the accuracy and source of AI-generated content before submission.

B. *Educator Use*

Professional Judgment: Teachers shall use their professional judgment to determine when and how AI tools support, but do not replace, effective instruction and assessment.

Review and Bias: All AI-generated content, including instructional materials and assessments, must be reviewed for accuracy, relevancy, and bias before use with students.

Modeling Transparency: To teach and require students to be transparent in their use of AI, teachers must model this same expectation by acknowledging when AI is used to generate instructional materials and as a support tool in the classroom.

Data Privacy: Teachers must comply with all data privacy policies and regulations.

The only acceptable AI tools are those with a signed student data privacy agreement (DPAs) or equivalent legal authorization on file with the district. Even when using district-approved tools with DPAs, teachers should practice data minimization by avoiding the input of personally identifiable student information or confidential student records unless it is necessary for the tool's intended purpose. AI tools that process confidential student information or identifiable data are prohibited.

Maintaining Human Agency: AI tools should not be used to autonomously generate student letters of recommendation, as these require authentic, personal insights and narrative, and professional judgment to be meaningful.

When providing feedback to students, teachers must review any AI-generated suggestions to ensure the feedback is authentic, aligned with the teacher’s professional expertise, and directly connected to the student’s demonstrated proficiency, effort, and growth. When used in this manner, AI must support the teacher’s role in personalized feedback and guidance, not supplant it.

Age-Appropriateness: Only AI tools that have been vetted, approved, and designated by the district for a specific grade level or grade span may be used with students. When selecting tools, teachers and administrators must consider the age appropriateness of the tool’s content and for potential inappropriate outputs, regardless of its data privacy status.

VI. Prohibited Uses

The use of generative AI tools must align with school district policies and student handbooks. Specifically, the following uses of AI tools are prohibited:

- Using AI to complete part or all of a class assignment or assessment without the explicit, written permission of the teacher;
- Generating or distributing content that constitutes or promotes bullying, harassment, discrimination, or hate speech;
- Creating deceptive content (deepfakes), including audio, video, or imagery, or impersonating any individual to cause harm or disruption;
- Any activity that violates the rights of others or disrupts the educational environment;
- Generating biased content, plagiarism, or violating data privacy laws;
- Generating malware, viruses, phishing content, or any other code or text intended to bypass network security, steal data, or compromise district or personal systems;
- Any activity that infringes on copyright, trademark, or other intellectual property rights; and
- Generating or drafting Individualized Education Programs (IEPs) or 504 accommodation plans. These legal documents contain sensitive, personal student information and require the specific professional judgment, deliberation, and human context of the full planning team when being developed.

Violations of this policy will be subject to disciplinary action consistent with school district policies and student handbooks.

VII. Data Privacy and Security

The district will require data privacy agreements (DPAs) for all AI tools, conduct annual audits, and prohibit the use of district or student data to train commercial AI systems. All AI vendors must demonstrate compliance with FERPA, COPPA, and other relevant state and federal laws.

VIII. Professional Learning and AI Literacy

The district will provide ongoing professional learning for staff and AI literacy instruction for students. Programs will focus on ethics, bias, data privacy, and effective classroom integration.

This document was reviewed and refined with the assistance of ChatGPT (OpenAI, 2025) to improve clarity and formatting.

Resources:

- Google (2025). *Gemini*. [Large language model]. <https://gemini.google.com/>
- MA DESE (2025). *Massachusetts guidance for Artificial Intelligence in K–12 education*. <https://www.doe.mass.edu/edtech/ai/ai-guidance-qrg.pdf> ● OpenAI (2025). *ChatGPT*. [Large language model]. <https://chat.openai.com/chat>
- TeachAI (2025). *Sample guidance: AI guidance for schools toolkit*. <https://www.teachai.org/toolkit-guidance>
- Uxbridge Public School District (n.d.). *Artificial Intelligence Policy for K-12 Education, Policy: IJNDD*. https://docs.google.com/document/d/1bcy8a7X1A-YEDkoWSHA9Wf_gD8T1Ci_o4611slI13M/edit?usp=sharing

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