# STAFF USE OF ARTIFICAL INTELLIGENCE

*Code* **GBERB** Issued

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The Florence School District Three recognizes that artificial intelligence (AI) can be a valuable educational tool that can enrich the district's instructional program by providing staff members and students with innovative and effective learning experiences. With the advancement of AI and its integrations into daily life, the district also recognizes the importance of providing guidance to staff members on the responsible and ethical use of AI programs. For purposes of this policy, staff members include professional and support staff members.

The use of AI programs in the instructional program will be limited to purposes approved by the district and will comply with applicable state and federal laws, including, but not limited to, the Family Educational Rights and Privacy ACT (FERPA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection ACT (COPPA), and the Individuals with Disabilities Education Act (IDEA).

The district will inform staff members of its policy and procedures for enforcing this policy by posting them on the district website and making them available for review at the district office.

AI programs will be used in a manner consistent with district policy, *GBEE, Internet and Electronic Communications,* and IJNDB, *Use of Technology Resources in Instruction.*

**Definitions**

For the purposes of this policy, the term "AI programs" encompasses generative artificial intelligence, open-source artificial intelligence, closed artificial intelligence, and any other artificial intelligence systems, programs, or tools.

*Artificial Intelligence, or "AI,"* refers to a computer system that performs tasks that ordinarily require human intelligence, such as recognizing patterns, learning from experience, drawing conclusions, and making predictions. This incorporates, but is not limited to, AI integrated into social media platforms, virtual assistants, chatbots, predictive text programs, and search engines.

*Generative Artificial Intelligence* refers to a subset of artificial intelligence capable of creating various types of content (e.g., visual /audio, text, conversational, and data augmentation) through solving problems, understanding language, and recognizing patterns. For purposes of this policy, Generative AI includes, but is not limited to, applications such as ChatGPT, Microsoft Copilot, Google Gemini, Meta AI, Claude, or other chatbots.

*Open-source Artificial Intelligence* refers to AI programs and resources designed for use on publicly available platforms.

*Closed AI* tools are private and accessible only to school district staff members. Sharing data in a Closed AI Tool is more secure than when using an open-source AI tool, though information leaks may still occur.

*Personally identified information* includes, but is not limited to, a person's name, email address, phone number, Social Security number, medical information, education records, and information regarding a student's individualized education program (IEP) or Section 504 plan.

*Deep Fake* refers to any video recording, motion-picture film, sound recording, electronic image, or photograph, or any technological representation of speech or conduct substantially derivative thereof: that is so realistic that a reasonable person would believe it depicts speech or conduct of an individual who did not in fact engage in such speech or conduct; and the production of which was substantially dependent upon technical means, rather than the ability of another individual to physically or verbally impersonate such individual.

**Accessibility**

The district will make reasonable efforts to ensure that AI programs used in conjunction with the curriculum and classroom instruction are accessible to all staff members, including staff members with disabilities who require digital accessibility accommodations.

**Acceptable Uses**

The district authorizes staff members and students to use AI programs as a supplemental tool to support and expand classroom instruction, facilitate personalized learning, and increase educational opportunities.

Staff members may use district approved AI programs that have been approved for use by the district's Technology Department. Before using any AI programs, staff members must educate themselves on the applicable terms of use, data privacy policies, and potential liabilities.

Staff members may explore possible uses of AI programs to improve efficiency and to enhance the student educational experience. Staff members may use AI programs to discover lesson plan ideas, create templates, generate ideas for personalizing student learning, or streamline administrative tasks. Staff members must disclose their use of AI programs in connection with the curriculum, grading, and instruction to their supervisor and students to promote transparency regarding the use of AI.

AI programs used in district schools and educational programs will be evaluated on an ongoing basis for age appropriateness, privacy protections, bias, accessibility standards, and data security by the superintendent's designee.

The superintendent or his/her designee will develop procedures for using AI programs.

*Information validation*

Staff members must take reasonable steps to review, validate, and critically reflect on any content generated by or received from an AI program before using the content for a district purpose. Content produced by or with the assistance of an AI program may contain factual errors, calculation errors, misleading information, or biased information.

*Student use*

Classroom teachers must establish and communicate clear expectations and rules for student use of AI in connection with school assignments and activities. Classroom teachers are responsible for monitoring student use of AI programs in the classroom and reporting violations of applicable board policies and state and federal laws to ensure academic integrity.

Classroom teachers are encouraged to incorporate lessons and instruction into the curriculum regarding how students may responsibly and ethically use AI programs. This may include helping students learn to navigate AI programs, evaluate the validity of AI outputs, and understand appropriate uses of AI in education.

*Detection of academic dishonesty*

Staff members may use AI programs to detect plagiarism, AI-generated content, and other inappropriate uses of AI in student work. Staff members may not use AI programs as the sole or final measure to determine whether a staff member or student inappropriately used AI, as AI programs used for AI detection may not always be accurate.

**Prohibited Uses**

*Matters of professional judgment*

The district prohibits the use of AI programs as the sole or final decision-maker regarding staff recruitment, hiring, retention, promotion, transfer, evaluation, demotion, or dismissal.

The district prohibits the use of AI programs by classroom teachers as the sole or final decision-maker regarding student admissions, assessments, accommodations, evaluations, grades, or disciplinary actions.

*Academic dishonesty*

Information regarding student academic dishonesty is outlined in policy IJND, *Artificial Intelligence Responsible Use.*

*Copyright*

The district prohibits the use of AI programs to infringe upon copyrights, trademarks, patents, or other intellectual property rights.

The use of AI programs and resources must comply with federal copyright laws and policy, EGAD, *Copyright Compliance,* regarding the duplication or use of copyrighted materials.

*Privacy violations*

The district prohibits staff members from sharing personally identifiable or confidential information about staff members, students, or other individuals with AI programs. Staff members must exercise caution when entering information into AI programs. Staff members must exercise caution when entering information into AI programs, as information shared with AI programs may not remain private.

If using AI programs to detect plagiarism, AI-generate content, or other inappropriate. AI used in student work, staff members must appropriately de-identify student work prior to entering it into the AI program.

*Discrimination, bullying, harassment, and accessing explicit material*

The district prohibits the use of AI programs to harass, intimidate, bully, or access sexually explicit materials, or materials that may be harmful to students or staff members. Staff members found to be in violation of this policy will be subject to discipline, up to and including termination, consistent with policies GBEA, *Staff Code of Ethics;* GBEB *Staff Conduct;* and GBEBB, *Staff Conduct with Students.*

The district prohibits the use of AI programs to discriminate against any individual on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by local, state, or federal law.

*Creation of deepfakes*

The district prohibits the use of AI programs to create deepfakes, voice cloning, video, audio, text, or similar content concerning another staff member or student.

**Discipline and Reporting**

If a staff member violates this policy or any related procedures, his or her access to AI programs via the district's internet system and computers or other technology devices will be suspended, revoked, or denied, and he or she may be subject to additional disciplinary action, up to and including termination. Staff member actions that violate local, state or federal law may be referred to local law enforcement.

**Record Retention**

The district may retain a record of any document created, received, or maintained through AI programs when the document is relied upon when making an educational, administrative, or financial decision.

**Warrantied/Indemnification**

The district makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks, the internet, and AI programs provided under this policy. This policy does not imply endorsement by the district of any AI programs.

The district makes no warranties of any kind, express, or implied, as to the accuracy or validity of any information produced by any AI programs.

The district is not responsible for any information that may be lost, damaged, or stolen when using AI programs.

The district is not responsible for the dissemination, replication, or alteration of any information or data input into any AI program by any student or staff member. The district is not responsible for any unauthorized charges or fees resulting from access or use of AI programs.

Adopted

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Legal References:

A. United States Code of Laws, as amended:
   1. Americans with Disabilities Act of 1990, 42 U.S.C.A. Section 12101, *et seq*.
   2. Children's Internet Protection Act of 2000, 47 U.S.C.A. Section 254(h).
   3. Children's Online Privacy Protection Act of 1998, 15 U.S.C.A. Section 6501.
   4. Title VI of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000d, *et seq*.
   5. Title VII of the Civil Rights Act of 1964, , 42 U.S.C.A. Section 2000e, *et seq*.
   6. The Digital Millennium Copyright Act of 1998, 17 U.S.C.A. Section 512 – Limitations on liability relating to material online.
   7. Family Educational Rights and Privacy Act of 1974, 20 U.S.C.A. Section 1232(g).
   8. Individuals with Disabilities Education Act, 20 U.S.C.A. Sections 1400-1482.
   9. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. Section 701, *et seq*.

B. S.C. Code of Laws, 1976 as amended:
   1. Section 1-13-10, et seq.- Prohibits discrimination on the basis of race, religion, color, sex, age, national origin, or disability.
   2. Section 59-1-490 – et. seq. – Data use and governance policy.
   3. Section 59-25-430 – Teacher dismissal; evident unfitness for teaching.
   4. Section 59-25-450 – Teacher suspension.