

Please visit our [AI Playbook](#) to learn more about potential use cases and tools.

1. Permissible Uses of AI

- AI may be used for lesson planning, grading support, instructional differentiation, communication, and administrative tasks.
- AI should support, not replace, professional judgment and direct interaction with students.

2. Protecting Student Data

- Staff must not input any student personally identifiable information (PII) into non-approved AI platforms.
- Only school-vetted AI tools that comply with FERPA and data privacy laws may be used including the Family Educational Rights and Privacy Act (FERPA) and New York State Education Law 2-d, which protect the security and confidentiality of student data.
- Staff must ensure secure handling of data and immediately report any potential breaches.
- If unsure whether a tool is approved, staff must consult the school's IT or administration team.

3. Responsible AI Use in Student Support and Oversight

Staff who support students in any capacity must ensure AI use is responsible, ethical, and student-centered. Key expectations include:

- Content Review:
 - All AI-generated materials must be reviewed for accuracy, bias, age-appropriateness, and accessibility before use.
 - AI should enhance—not replace—human interaction and professional judgment.
- Use in Evaluation or Feedback:
 - Staff must disclose to students, colleagues, or supervisors when AI is used to assist with student evaluation or feedback.
 - AI-generated feedback may be retained, but final decisions must always include human review to ensure fairness and context.

- Guiding Student AI Use:
If staff permit students to use AI tools for a task or assignment, they must clearly communicate:
 - Which tools are allowed (e.g., ChatGPT, Grammarly)
 - How those tools may be used (e.g., brainstorming, outlining, grammar suggestions—not generating full responses)
 - What type of disclosure is required (e.g., brief statement or footnote about how AI assisted their work)
- Citation Requirement:
 - Students must cite AI tools when used, following academic guidelines such as MLA, APA, or Chicago.
 - Staff may direct students to resources like [Brown University's citation guide](#) for formatting help.

4. Professional Development and AI Literacy

- Staff are required to participate in annual AI training and digital ethics workshops provided by the school.
- Training will cover best practices, risk mitigation, data privacy, and strategies for equitable AI integration.
- Staff will also be introduced to AI literacy frameworks to help guide student learning.

5. Prohibited Uses

- AI may not be used to create or disseminate deceptive, discriminatory, or harmful content.
- Use of AI to impersonate others, plagiarize, or violate copyright or licensing terms is strictly prohibited.
- Any use of deepfake technology or unauthorized automated surveillance is forbidden.

6. Equity and Accessibility

- AI use should actively support inclusion by being accessible to students with disabilities and those from diverse backgrounds.
- Staff must consider how AI tools may affect different student populations and aim to mitigate bias.

7. Compliance and Continuous Review

- Non-compliance with this policy may result in disciplinary actions aligned with school policy.
- This policy will be reviewed annually by a committee of educators, administrators, and stakeholders to ensure it remains current and equitable.

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