



## Purpose

To develop and implement ethical, transparent, and responsible AI policies that promote innovation, protect human rights, and ensure fairness, security, and accountability in AI systems. AI can help staff and students develop creativity, critical thinking, and problem-solving skills, but we recognize that it must be used responsibly to avoid risks like privacy violations, misinformation, and academic dishonesty. We recognize AI is a tool that complements human intelligence (HI) but is not a substitute for it.

## Definitions

### Artificial Intelligence (AI)

The simulation of human intelligence is performed by machines designed to process data and perform tasks that typically require human cognition.

### Generative AI

A subset of AI that creates content, such as text, images, and audio, based on patterns learned from data. Examples include ChatGPT, Microsoft Copilot, and Canva.

### Human Intelligence (HI)

The cognitive and emotional capabilities of humans, including critical thinking, problem-solving, creativity, and decision-making.

## Guiding Principles

### Academic Excellence

- AI should support and enhance the learning experience, fostering creativity, critical thinking, and collaboration.
- AI tools must be used transparently, with proper attribution when incorporated into academic work.

### Data Privacy and Security

- All use of AI must comply with applicable data privacy laws, including FERPA and COPPA for data collection, storage, and access.



- Students' personally identifiable information (PII) must never be entered into non-approved AI systems.

## Ethical Use

- AI should be used ethically, with users being aware of potential biases, misinformation, and limitations.
- Human oversight is required to validate AI-generated content.

## Equity and Accessibility

- AI must promote inclusivity and must not perpetuate biases or create disadvantages.
- AI tools will be implemented with consideration for bias and fairness for students with disabilities, to ensure assistive technologies are compatible.
- Efforts will be made to provide equitable AI access for students from diverse socioeconomic backgrounds.

## Prevention of AI Misuse

- The use of AI to create harmful, misleading, or abusive content, including **deepfakes** (AI-generated media that misrepresents an individual or situation) and harassment, is strictly prohibited.
- Any use of AI for bullying, harassment, or defamation will result in disciplinary action according to the district's HPS Student Handbook.

# Acceptable Use Guidelines

## For Students

- Use only AI systems approved and listed in HPS's Student Data Privacy Agreement Database.
- AI use without teacher approval and proper citation is considered academic dishonesty, resulting in consequences outlined in HPS's Academic Integrity Policy.
- Never input personal information into AI systems



- Students are responsible for fact-checking AI-generated content.
- AI should not replace critical thinking, problem-solving, or collaboration.
- Students are responsible for inaccuracies in AI-generated content they reference.
- Using AI to create or distribute misleading content, including deepfakes, false information, or harassment, is strictly prohibited and will result in disciplinary action.

## For Staff Teaching/Instruction

- Incorporate AI into the curriculum only when tools comply with HPS privacy and security guidelines.
- AI should enhance, not replace, instructional methods.
- Clearly communicate AI use guidelines to students, including permitted uses and proper citation.
- Verify the accuracy and appropriateness of AI-generated content before use.
- Do not input student work into AI systems unless approved and covered by a data privacy agreement.
- AI should not be used to grade subjective assignments such as essays and projects.

## For Staff Efficiency/Productivity

- Use AI tools to improve efficiency and productivity, ensuring that no confidential or sensitive information is entered.
- Upon approval of an AI platform, staff will receive training on its correct usage, including capabilities, limitations, and ethical considerations.
- Communicate transparently to staff or students when using AI to generate content or assist with tasks.

## Data Privacy and Security

- Comply with state and federal data privacy regulations, including FERPA and COPPA.
- Use only AI systems with a Data Privacy Agreement (DPA) approved by the HPS Technology Department.



- Personally Identifiable Information (PII) such as grades, IEPs, and assessments must not be entered into AI tools that lack explicit approval.
- The HPS Technology Department is responsible for maintaining a list of approved AI tools and ensuring compliance with privacy regulations.
- Access to AI tools or platforms not on the approved list may be requested through the HPS Technology Department through normal protocols by teachers and staff for trial & evaluation for broader use.

## Academic Integrity

- Students must acknowledge and cite AI use in their work, including text, images, and multimedia content.
- AI should not be used to complete assignments intended to assess individual knowledge, critical thinking, or creativity.
- AI tools should not be used to complete or influence responses in standardized tests unless explicitly permitted by educational guidelines. Teachers and administrators should clarify AI-related testing policies for students and families.
- Violations of this policy will result in disciplinary action as outlined in HPS's Academic Integrity Policy.
- Appeals of disciplinary action will also be handled per the existing Academic Integrity Policy. In general, students should expect to document and maintain evidence of their appropriate use of AI tools for any academic work.

## Prevention of AI Misuse

- Using AI to create content intended to mislead, deceive, or harm others is strictly prohibited.
- The creation, distribution, or use of deepfakes is forbidden.
- AI-generated harassment, bullying, or defamation against peers, teachers, or others will result in disciplinary action as outlined in HPS's anti-bullying and harassment policies.
- Report any suspected misuse of AI immediately to a teacher, administrator, or the Technology Department.



## Governance and Oversight

- The HPS Technology Department will oversee policy implementation, AI tool approval, and data privacy compliance.
- This policy will be reviewed annually to reflect advancements in AI technology and align with educational best practices.

## Disclaimer

- HPS is not responsible for the content or privacy practices of third-party AI systems.
- Users are responsible for verifying the accuracy of AI-generated content and ensuring compliance with this policy.

## Future Considerations

- As AI technology evolves, HPS is committed to exploring new ways to enhance teaching and learning while maintaining ethical use, data privacy, and academic integrity.
- AI tools used for student support services (chatbots, MH, or tutoring) must be reviewed for ethical implications and they should never replace human support in areas that require emotional sensitivity or decision-making.
- This policy is effective immediately and will be reviewed as needed to ensure its continued relevance and alignment with technological advancements and educational best practices.