

**School Lane Charter School
3340 Tillman Drive
Bensalem, PA 19020**

Board of Trustees Policy

Artificial Intelligence Policy

Purpose

This Artificial Intelligence (AI) Policy outlines School Lane Charter School's commitment to the responsible, ethical, and effective integration of Artificial Intelligence tools and technologies within our educational environment. This policy applies to all students, staff (including teachers, administrators, and support personnel), parents, guardians, and third-party vendors utilizing or interacting with AI tools on organization-owned devices, networks, or in the context of organization-related activities.

Our organization recognizes the transformative potential of AI to enhance teaching, learning, and administrative efficiency. This policy aims to leverage AI's benefits while mitigating potential risks, ensuring a focus on human-centered learning, and preparing our students for an AI-integrated world.

Ethical Principles

The School Lane Charter School is committed to the ethical, responsible, and safe use of AI, guided by the following principles:

1. **Human-AI-Human (H > AI > H) Approach:** We believe that human inquiry should lead, AI should assist, and human reflection should conclude. AI tools are intended to augment, not replace, human creativity, critical thinking, and interaction.
2. **Fairness and Equity:** AI tools will be used in a manner that promotes fairness, reduces bias, and ensures equitable opportunities and outcomes for all students, regardless of background or ability.
3. **Transparency:** The use of AI tools will be transparent, with clear communication to students, staff, and parents about their purpose, function, and limitations.
4. **Accountability:** Users of AI tools are accountable for their actions and the outcomes produced, regardless of AI involvement. The organization retains ultimate responsibility for educational decisions.
5. **Privacy and Security:** The privacy and security of student and staff data are paramount. AI tools will be utilized in strict adherence to all applicable privacy laws and organization data security policies.
6. **Safety:** AI tools will be evaluated and used in ways that prioritize the physical, emotional, and psychological safety and well-being of all members of the school community.

7. **Human Oversight:** Human judgment, expertise, and empathy will always supersede AI outputs in high-stakes decision-making contexts.

Student and Staff Data Protection:

1. **Prohibition of Sensitive Data:** Students and staff are strictly prohibited from inputting personally identifiable information (PII), sensitive student data, or any information protected by state or federal privacy laws (e.g., FERPA, COPPA) into unapproved or consumer-grade AI tools.
2. **Approved Tools Only:** Only AI tools specifically vetted and approved by the organization for their data privacy and security protocols may be used for educational or administrative purposes involving organization data.
3. **No Training on Organization Data (Unless Approved):** AI systems shall not be trained using organization data unless explicit documentation, legal agreements, and a thorough review process by organization administration and legal counsel confirm compliance with all applicable state and federal data privacy regulations and organization policies.
4. **Data Stewardship:** All data collected, stored, and utilized in conjunction with AI tools must comply with the organization's data governance policies, state and federal privacy laws, and ethical guidelines.

Vendor Agreements and Compliance:

1. All third-party AI vendors must undergo a rigorous vetting process to ensure compliance with organization data privacy agreements, state (e.g., [mention your state's specific privacy law, if applicable]) and federal regulations (e.g., FERPA, COPPA), and best practices for cybersecurity.
2. Contracts with AI vendors must clearly delineate data ownership, usage, deletion protocols, and security measures.

Academic Integrity and Acceptable Use

1. Acceptable Use of AI: AI tools can be valuable resources for:
 - Brainstorming and idea generation (e.g., concept mapping, preliminary outlines).
 - Research assistance (e.g., summarizing information from verified sources, identifying key themes).
 - Drafting and refining written work (e.g., grammar and spelling checks, rephrasing for clarity, generating varied sentence structures).
 - Personalized learning support (e.g., generating practice problems, explaining concepts).
 - Coding assistance (e.g., debugging, generating code snippets).
 - Administrative tasks (e.g., drafting communications, scheduling).
2. Unacceptable Use and Academic Dishonesty: Students are prohibited from using AI tools in ways that constitute academic dishonesty, including but not limited to:

- Submitting AI-generated content (e.g., essays, reports, code, artwork) as their own original work without proper disclosure or citation.
 - Using AI to complete assessments, tests, or assignments without explicit permission from the teacher.
 - Plagiarism of AI-generated content that is not properly attributed.
 - Using AI to generate false or misleading information.
3. **Consequences of Misuse:** Violations of this policy will be handled according to the organization's existing academic integrity and student conduct policies, ranging from redoing assignments to disciplinary actions, as determined by the specific circumstances and severity of the infraction.

Citation and Disclosure:

1. Students and staff must accurately and transparently disclose the use of AI tools in their work, following guidelines provided by teachers and academic departments (e.g., specific citation styles, clear acknowledgments).
2. Teachers will provide specific instructions on how and when AI tools may be used for assignments and how to properly cite their use.

Teacher Oversight and Pedagogical Responsibility:

1. Teachers retain ultimate responsibility for designing assignments, evaluating student learning, and assessing student work. AI tools are intended to support, not replace, the teacher's role in the learning process.
2. Teachers will guide students on the responsible and ethical use of AI, promoting critical evaluation of AI outputs and understanding of AI's limitations.
3. Teachers should vary assessment methods to promote authentic learning and reduce reliance on AI-generated content.

AI Literacy and Professional Development

Education for All: The organization is committed to providing ongoing education and resources for students, staff, and parents regarding AI, including:

1. How AI Works: Basic understanding of AI concepts, capabilities, and limitations.
2. Ethical Implications: Discussions on bias, privacy, responsible use, and the societal impact of AI.
3. Critical Evaluation: Skills to critically assess AI-generated content for accuracy, bias, and appropriateness.

Teacher Training and Professional Development: The organization will provide regular professional development opportunities for educators on:

1. Integrating approved AI tools effectively and ethically into curriculum and instruction.

2. Developing AI-literate pedagogical approaches.
3. Identifying potential misuse of AI and addressing academic integrity concerns.
4. Guiding students in responsible and effective AI utilization.

Implementation, Monitoring, and Review

1. AI Tool Vetting and Approval Process: All AI tools intended for organization-wide use, or those requiring the input of student or staff data, must undergo a formal review and approval process by a designated organization committee (e.g., Technology Committee, Curriculum Committee, Data Governance Team).
 - The approval process will consider: educational value, alignment with curriculum, data privacy and security compliance, accessibility, vendor reliability, and cost-effectiveness.
 - A list of approved AI tools will be maintained and communicated to staff.
2. Human Oversight and Decision-Making: AI systems will not be used to make high-stakes decisions regarding student academic progression, disciplinary actions, special education placements, or subjective grading without significant human review and ultimate human decision-making authority.
3. AI outputs are to be considered as tools for information and support, not as definitive answers or replacements for professional judgment.
4. Regular Review and Updates: This AI Policy will be reviewed at least annually to ensure its continued relevance, effectiveness, and alignment with emerging AI technologies, best practices, and legal requirements. Feedback from stakeholders will be actively sought during the review process.

Equity and Accessibility

1. Equitable Access: The organization will strive to ensure all students have equitable access to organization-approved AI tools and the necessary technology and internet connectivity to utilize them effectively, working to address any digital divides.
2. Bias Mitigation: The organization commits to:
 - Educating staff and students about potential biases within AI systems.
 - Carefully selecting AI tools that demonstrate efforts to minimize bias in their algorithms and datasets.
 - Developing strategies to identify and mitigate biases in AI outputs when used in educational contexts to prevent perpetuating stereotypes or disadvantaging any student group.
3. Accessibility: When selecting AI tools, the organization will prioritize those that are accessible to students with disabilities and support diverse learning needs, in compliance with relevant accessibility standards (e.g., WCAG).

VII. Definitions

Artificial Intelligence (AI): A broad branch of computer science focused on creating machines that can perform tasks requiring human intelligence, such as learning, problem-solving, decision-making, and understanding language.

AI Tool/System: Any software, platform, or application that incorporates AI capabilities (e.g., generative AI models, machine learning algorithms, natural language processing tools).

Personally Identifiable Information (PII): Information that can be used to identify, contact, or locate a single person, or can be used with other sources to identify a single person (e.g., name, address, student ID, email address).

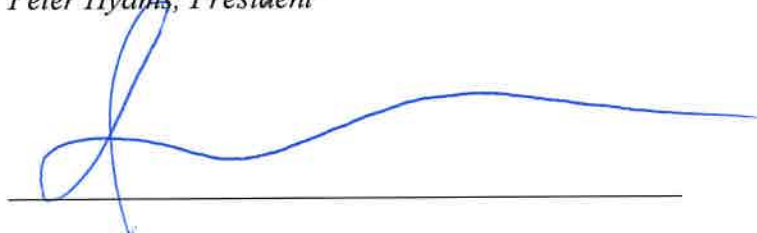
Generative AI: A type of AI that can create new content, such as text, images, audio, or video, often in response to user prompts.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL.

Now, therefore, be it resolved by the Board of Trustees approves the Artificial Intelligence Policy and directs that the statements made herein be applied and enforced.

Resolved this 28th of August 2025:



Peter Hyams, President

Attest