

[District Name] Board of Education Policy Artificial Intelligence (AI) Use in Schools

I. Purpose

The purpose of this policy is to provide clear guidance to school personnel, students, and parent(s) or guardian(s) regarding the responsible use of artificial intelligence (AI) technologies in the district. This policy establishes procedures to ensure AI tools are implemented ethically, equitably, and in compliance with applicable laws and regulations, including the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and guidance issued by the Oklahoma State Department of Education (OSDE) and Governor's Task Force on Artificial Intelligence.

II. Definitions

A. Artificial Intelligence (AI):

Technology capable of performing tasks that typically require human intelligence, including generative AI tools that create text, images, or other outputs.

B. Acceptable Use Rating Scale:

An adopted scale that defines levels of student AI use, ranging from no use to full integration with required disclosures.

C. AI Tool Inventory:

A publicly available list of all AI tools approved for use within the district.

D. Responsible Use:

Student or staff use of AI that complies with district policies, ethical standards, and applicable federal and state law.

III. Policy Statement

It is the policy of the [District Name] to allow the use of AI tools in district operations and classrooms under conditions that safeguard student data, protect academic integrity, and ensure equitable access to educational opportunities. AI is intended to support and enhance instruction, not to replace educators or diminish human oversight. All use of AI within the district shall comply with FERPA, COPPA, Oklahoma cybersecurity standards, and OSDE AI Guidance.

IV. Student and Staff Use Requirements

A. Acceptable Use Rating Scale

1. Level 0: No AI Use

No disclosure required.

2. Level 1: Idea Generation Only

Disclosure and links to AI chats required.

3. Level 2: Editing Only

Disclosure and links to AI chats required.

4. Level 3: Specific Task with Teacher Oversight

Citation and links required.

- 5. Level 4: Full AI Use with Reflection
Citation and links required.

B. Disclosure

Students must disclose AI use according to the Acceptable Use Rating Scale.
Teachers and staff must model appropriate disclosure practices in instruction.

C. Prohibited Uses

AI shall not be used for:

1. Creating or distributing deepfakes.
2. Bullying, impersonation, or harassment.
3. Circumventing plagiarism or academic integrity policies.
4. Accessing or transmitting inappropriate, harmful, or unlawful content.

V. Roles and Responsibilities

A. School Board

Approves this policy and allocates resources.

B. Superintendent & District Leadership

Establishes AI governance and ensures compliance.

C. Technology Team

Evaluates AI tools, oversees infrastructure, and ensures cybersecurity.

D. Educators

Integrate AI responsibly into instruction with human oversight.

E. Students

Use AI tools responsibly, ethically, and in accordance with district policy.

F. Parents/Guardians

Review AI-related communications, provide consent where required, and participate in district forums.

VI. Data Privacy and Security

All AI tools adopted by the district must:

A. Undergo a risk assessment

1. Green = Low
2. Yellow = Medium
3. Red = High

B. Provide vendor privacy documentation and breach response protocols.

C. Demonstrate compliance with FERPA, COPPA, and Oklahoma cybersecurity standards.

VII. Procurement and Approval

Before adoption of any AI tool, the district shall:

A. Review vendor privacy and data-handling practices.

B. Confirm alignment with instructional and operational goals.

C. Evaluate accessibility, equity of access, and cost.

D. Publish approved tools in the district's AI Tool Inventory.

VIII. Professional Development

The district shall provide annual AI training for:

- A. All Staff:
Basics, ethics, and acceptable use.
- B. Teachers:
Classroom integration strategies and disclosure practices.
- C. Administrators:
Oversight, compliance, and policy evaluation.
- D. Technology Staff:
Infrastructure, security, and vendor vetting.

IX. Community Engagement

The district will:

- A. Publish and maintain a public AI Tool Inventory.
- B. Notify parents/guardians of student AI use and provide opt-out options where applicable.
- C. Host at least one AI information session annually for families and stakeholders.
- D. Establish a community advisory board to provide feedback on AI implementation.

X. Academic Integrity

Assignments must emphasize original student thinking and reflection. Plagiarism policies will be updated to include generative AI. Students and staff are required to disclose AI use per the Acceptable Use Rating Scale.

XI. Misuse & Safety Response

- A. Reporting:
The district shall maintain an anonymous reporting system for AI misuse.
- B. Response:
Counseling and support will be provided to victims of misuse, and disciplinary procedures will be applied consistently with student conduct codes.
- C. Emergency Action:
Any harmful or unsafe use of AI shall be immediately reported to district leadership.

XII. Implementation and Review

This policy shall be reviewed annually by the District AI Governance Committee. The committee will update the AI Tool Inventory, audit usage data, and publish a public AI Impact Report.

XIII. Liability Protection

The [District Name], its employees, and agents shall not be held liable for any damages, claims, or injuries resulting from the good-faith use or misuse of AI tools in accordance with this policy.

XIV. Legal Authority

This [District Name] Board of Education policy is aligned with:

- A. Oklahoma State Department of Education AI Guidance (2025)
- B. Governor’s Task Force on Artificial Intelligence (2023)
- C. Family Educational Rights and Privacy Act (FERPA)
- D. Children’s Online Privacy Protection Act (COPPA)
- E. Applicable Oklahoma cybersecurity standards

Approved by the [District Name] Board of Education on [Insert Date].

Board President: _____

Superintendent: _____

Appendix A

Oklahoma AI Policy Toolkit – One-Page Summary

This toolkit includes editable templates and planning tools designed to help Oklahoma K–12 school districts create clear, safe, and locally relevant policies and practices for the responsible use of Artificial Intelligence (AI). Each resource supports districts at different stages of planning, piloting, and scaling AI integration aligned with state guidance and law.

- **AI Tool Evaluation Rubric**

A rubric to help districts vet AI tools for instructional alignment, accessibility, safety, privacy, and sustainability.

- **AI Tool Risk Assessment Rubric (Red-Yellow-Green)**

A visual risk-level assessment tool to quickly identify high-, moderate-, or low-risk AI tools.

- **Parent/Guardian Communication Email**

A customizable email for informing families about the basics of AI and how it will be used with their students.

- **Family FAQ Handout**

A plain-language handout that answers common family questions and promotes transparency about AI in schools.

- **Parent/Guardian Consent Form**

A customizable form for notifying families about AI use and offering opt-in/opt-out options aligned with FERPA and COPPA.

These templates are fully editable and designed to be adapted to each district's unique size, demographics, and resources. Districts are encouraged to collaborate regionally, seek family input, and align AI integration with instructional goals and data privacy responsibilities.

Appendix B

AI Tool Evaluation Rubric for Oklahoma K–12 Schools

Purpose: This rubric template can be used to support districts in evaluating the safety, educational value, and legal compliance of AI tools before classroom or administrative adoption.

| Domain | Criteria | Rating Scale | Notes |
|-------------------------------|---|---|-------|
| Instructional Alignment | Aligns with Oklahoma Academic Standards and supports curriculum goals | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Not Met | |
| Accessibility & Equity | Accessible for all learners, including those with IEPs, English learners, and rural bandwidth constraints | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Not Met | |
| Data Privacy Compliance | Complies with FERPA and COPPA. No collection of PII without consent | <input type="checkbox"/> Fully Compliant <input type="checkbox"/> Partially <input type="checkbox"/> Not Compliant | |
| Transparency & Explainability | Clearly explains AI decisions or outputs to students and teachers | <input type="checkbox"/> High Transparency <input type="checkbox"/> Moderate <input type="checkbox"/> Low | |
| Bias & Fairness Protections | Demonstrates safeguards against algorithmic bias (e.g., race, gender, disability) | <input type="checkbox"/> Strong Protections <input type="checkbox"/> Some Protections <input type="checkbox"/> None | |
| Teacher Control & Oversight | Allows educator control over prompts, filters, and student usage | <input type="checkbox"/> Full Control <input type="checkbox"/> Limited <input type="checkbox"/> None | |
| Usability & Support | Easy to use; includes PD, tutorials, or district onboarding support | <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Poor | |
| Cost & Sustainability | Free or affordable with clear licensing. Sustainable long-term use. | <input type="checkbox"/> Highly Sustainable <input type="checkbox"/> Some Barriers <input type="checkbox"/> Unsustainable | |

Recommendation Summary

- ☐ Approved for Pilot Use
- ☐ Approved for District Use
- ☐ Needs Further Review
- ☐ Not Recommended

Reviewed by: _____

Title: _____


Date: _____


Appendix C

AI Tool Risk Assessment Rubric for Oklahoma K–12 Schools

Purpose: This rubric template can be used to help Oklahoma K–12 districts assess the potential risk level of AI tools in educational settings. It uses a Red-Yellow-Green scale to evaluate compliance, safety, equity, and alignment with educational priorities.

Risk Rating Guide:

 **RED:** High Risk – Major legal, ethical, or pedagogical concerns. Not recommended without remediation.

 **YELLOW:** Moderate Risk – Some concerns. Proceed with caution and mitigation strategies.

 **GREEN:** Low Risk – Aligned with policy, secure, and ready for use.

| Domain | Key Questions | Risk Rating (Red, Yellow, Green) | Comments/Notes |
|-------------------------------|---|----------------------------------|----------------|
| Instructional Alignment | Does the tool align with Oklahoma Academic Standards and instructional goals? | | |
| Accessibility & Equity | Is the tool accessible to all learners, including ELs, students with IEPs, and low-bandwidth users? | | |
| Data Privacy & Compliance | Does the tool comply with FERPA and COPPA ? Are privacy policies transparent and verifiable? | | |
| Transparency & Explainability | Does the tool clearly indicate when AI is in use and allow educators to understand its outputs? | | |
| Bias & Fairness | Has the tool been evaluated for algorithmic bias across race, gender, ability, etc.? | | |
| Teacher Oversight | Can educators easily manage and | | |

| | | | |
|-----------------------|--|--|--|
| | control student use of the tool? | | |
| Usability & Support | Is the tool user-friendly, with support resources and educator training? | | |
| Cost & Sustainability | Is the tool affordable and maintainable over time within district resources? | | |

Appendix D

Parent/Guardian Communication Letter – Introduction of AI Tools in the Classroom [Sample]

[Your School Name]

[School Address]

[Date]

Dear Parents and Guardians,

We are writing to inform you about an exciting and important development in our classrooms: the thoughtful integration of Artificial Intelligence (AI) tools into student learning experiences.

As part of our commitment to preparing students for success in a rapidly changing world, **[School Name]** is exploring AI to support instruction, personalize learning, and reduce teacher workload. We want to assure you that our approach is rooted in Oklahoma's educational standards, data privacy laws, and our deep commitment to student safety and equity.

Why AI?

AI can offer:

- Personalized feedback to help students learn at their own pace.
- Tools that support creativity, problem-solving, and research skills.
- Support for teachers in lesson planning and material development.

How We Are Using It

We are currently piloting a small number of AI tools that:

- Align with **Oklahoma Academic Standards**.
- Comply with **FERPA**, **COPPA**, and **state data privacy laws**.
- Have been vetted for safety, accessibility, and fairness.

Students will **never be required** to share personal or sensitive information with AI systems. Any AI-generated content will be clearly labeled, and educators will guide all student use.

Your Role

We value your partnership and welcome any questions you have. You may also opt out of specific AI-related activities for your child by contacting the school office.

To learn more or provide input, please join us at our upcoming **AI in Education Family Night** on **[Date/Time]** or visit our website at **[School Website URL]**.

Thank you for your continued support.

Sincerely,

[Principal/Administrator Name]

Title

[Email Address]

[Phone Number]

Appendix E

Family FAQ: Understanding AI in Our Schools

This FAQ is designed to help parents and guardians understand how Artificial Intelligence (AI) is being thoughtfully integrated into classrooms at [School/District Name]. Our goal is to use AI tools in ways that support students, protect their privacy, and prepare them for the future.

What is Artificial Intelligence (AI)?

AI is technology that can perform tasks like answering questions, helping with writing, or giving personalized feedback—similar to how a human might.

Why is our school using AI?

AI can help personalize learning, support teachers, and prepare students with future-ready skills. It is used to enhance—not replace—teaching.

What types of AI tools might my child use?

Examples include writing assistants, math practice platforms, study tools, and educational chatbots. All tools are reviewed by staff for safety and educational value.

Will my child's data be safe?

Yes. We follow strict laws (FERPA and COPPA) and only use tools that meet our privacy and safety standards. No personal data is shared without permission.

Will AI replace teachers?

No. AI is used to support instruction. Teachers remain the central guides in all learning environments.

Can I opt out of AI tool use for my child?

Yes. You can opt out by completing the AI Consent Form or contacting your child's school.

How can I learn more or ask questions?

You can attend our upcoming AI Family Night on [Date] or contact [School Contact Info] with questions or concerns.

Appendix F

Parent/Guardian Consent Form for AI Tool Use in Oklahoma K–12 Schools

Dear Parent/Guardian,

As part of our efforts to integrate innovative instructional practices, [School/District Name] is exploring the use of Artificial Intelligence (AI) tools to enhance student learning, increase engagement, and support teachers. Before your child uses any AI-based educational tools, we are requesting your informed consent.

1. What is AI?

Artificial Intelligence refers to technologies that can perform tasks typically requiring human intelligence, such as understanding language, generating text, or offering personalized feedback. Examples of AI tools include writing assistants, adaptive math platforms, and automated study guides.

2. How Will AI Be Used?

AI tools may be used in your child's classroom to:

- Support personalized learning and feedback
- Assist with writing, research, or language development
- Enhance teacher instruction and lesson planning
- Provide educational games or interactive experiences

*AI will not replace teachers and will always be used under adult supervision.

3. Data Privacy & Protection

Your child's privacy and safety are our top priorities. Any AI tool used will comply with federal and state student data privacy laws, including FERPA, and COPPA Acts. We will not allow AI tools to collect personally identifiable information unless approved through secure channels.

4. Consent Statement

Please indicate whether or not you consent to your child's use of AI-supported educational tools.

You may revoke your consent at any time by contacting the school office.

- ☐ YES, I consent to my child using approved AI tools in the classroom.
- ☐ NO, I do not consent to my child using AI tools in the classroom.

Student Name: _____
Grade: _____ Teacher: _____

Parent/Guardian Name (Print): _____
Signature: _____ Date: _____