

**GOAL Academy**  
**ARTIFICIAL INTELLIGENCE ACCEPTABLE USE POLICY**

**Section:** C – General School Administration

**Policy Number:** C-4

**Policy Name:** Artificial Intelligence Acceptable Use Policy

**Approval Authority:** Board of Directors

**Responsible Executive:** Chief Information Officer

**Responsible Office:** Chief Information Office

**Originally Issued:** 7/1/2023

**Revision Issued:** 3/26/2024

**1. Policy Statement**

GOAL Academy is committed to utilizing Artificial Intelligence (AI) technology in a safe, ethical, and responsible manner that aligns with the school's mission and vision. This policy outlines the proper use and management of AI technology by staff, faculty, and students.

**2. Reason for Policy**

The purpose of this policy is to promote responsible and effective use of AI technology in the classroom, to prevent potential misuse or unethical behavior, and to ensure that AI is used to enhance, not replace, the critical thinking and problem-solving skills of students.

**3. Who Should Read This Policy**

This policy applies to all staff, faculty, and students of GOAL Academy who use AI technology in the classroom, for administrative and technical tasks or services, or in connection with any school-related activity.

**4. Related Documents**

- a. Student Handbook
- b. Staff Handbook
- c. Board Policies J-9, J-12, C-2

**5. Contacts**

- a. Chief Information Officer, Chief Academic Officer

**6. Definitions**

- a. Artificial Intelligence (AI): refers to any technology that is designed to perform tasks that would typically require human intelligence, such as problem-solving, decision-making, or language understanding.
- b. Machine Learning: refers to a type of AI that enables machines to learn from data and improve their performance over time without being explicitly programmed.
- c. Natural Language Processing (NLP): refers to a type of AI that enables machines to understand and interpret human language.
- d. Generative AI (GenAI): refers to AI capable of generating text, images, or other data using generative models and learns patterns and structures from data input into the systems.

**7. The Policy**

- a. Proper Use of AI Technology

Staff and faculty are responsible for ensuring that AI technology is used in a manner that aligns with GOAL Academy's mission and vision, and that promotes student learning and success. All programs that are used in the classroom and collect student data must be approved by the Chief Information Officer.

Students and staff are expected to use AI technology ethically and responsibly in accordance with the expectations in the Student Handbook, Employee Handbook, and technology use policies. All staff and students acknowledge they are solely responsible for the content of their work as well as the content on their GOAL issued equipment.

All use of AI technology should be transparent, explainable, and fair, and should not result in discrimination, bias, or harm to any individual or group.

Any use of AI technology that involves collecting, storing, or using personal data must comply with applicable privacy laws, policies, and regulations.

AI technology should be used to enhance, not replace, critical thinking and problem-solving skills, and should not be used as a substitute for human interaction and engagement.

The use of AI to draft lesson plans, connect with students, or to perform essential functions of your position are not permitted. Violations of this policy will result in employee discipline up to and including termination.

It is permissible to utilize AI in the development of messages that may be communicated to students and parents but is not permissible to use AI to distribute messages or otherwise connect with students and families. Violations of this policy will result in employee discipline up to and including termination.

#### **b. Citing AI Technology**

Students must properly cite any use of AI technology in accordance with the Student Handbook and standard citation practices. Citation methods to use AI will be set by each teacher relative to the subject matter of the class the Chief Academic Officer through the Academics Department practices and guidelines. Failure to properly cite use of AI in schoolwork constitutes plagiarism.

#### **c. Penalties for Non-Compliance**

Any staff, faculty, or student who violates this policy may face disciplinary action, up to and including termination or expulsion, in accordance with disciplinary procedures outlined in both the Staff and Student Handbooks and applicable laws and regulations.

Any violation of this policy involving the collection, storage, or use of personal data may also result in legal action and liability.

#### **d. Administration**

The Chief Information Officer or designee is responsible for the overall administration of this policy.

The Chief Information Officer or designee may develop technical and operational procedures and guidelines as necessary to implement this policy.

The Chief Academic Officer or designee may develop academic procedures and guidelines as necessary to implement this policy.

## 8. Conclusion

GOAL Academy is committed to promoting responsible and effective use of AI technology in the classroom, while recognizing the potential pitfalls and concerns associated with its use. By following the guidelines and principles set forth in this policy, we can ensure that AI technology is used to enhance, not replace, critical thinking and problem-solving skills, and to prepare students for a rapidly changing world.

