Dr. John W. Thomsen
Director of Engagement and Policy
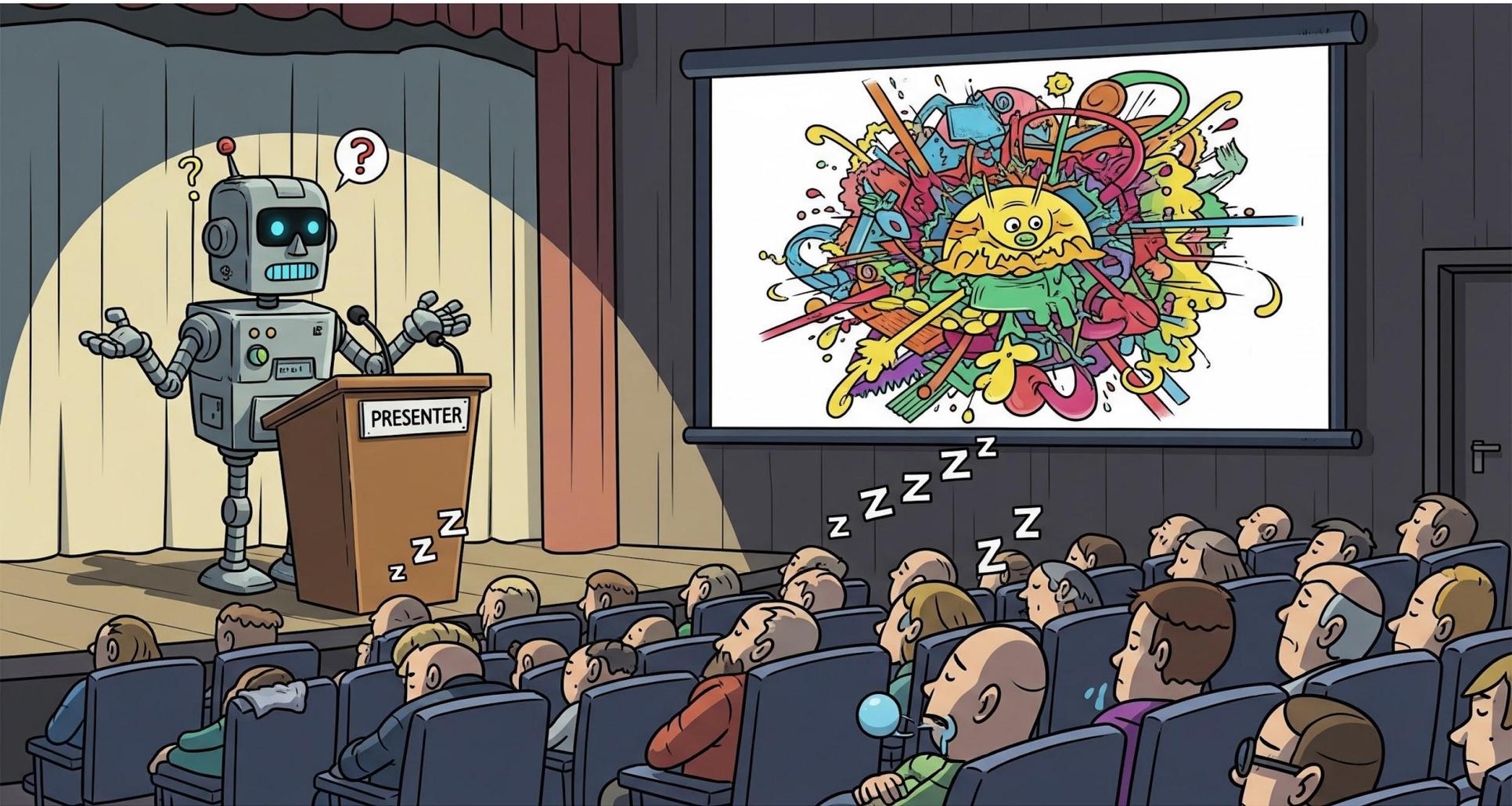
AI Policy

Neola

Policy – "The AI Guardrails"

Establish clear boundaries and ethical standards for AI use, acting as essential guardrails for the organization.

Teams – Contemplate, Design, Implement, Monitor, and Refine

- ➤ **Contemplate:** Define purpose and goals.
- ➤ **Design:** Develop policy and procedures.
- ➤ **Implement:** Deploy and train.
- ➤ **Monitor:** Track performance and compliance.
- ➤ **Refine:** Continuously improve based on feedback.

Communicate throughout the system

Ensure transparent and consistent communication of AI policies and updates across all levels of the organization.

Key Considerations for Drafting an AI Policy & Practices

Neola

Balanced, People-Centered Approach and Human Review

The policy should emphasize that AI should enhance human interaction and instruction, not replace it. A balanced, people-centered approach is required, and all AI-driven decisions must be subject to human review.

Compliance with Laws and Existing Policies

The use of AI must be in accordance with State and Federal law, as well as Board policies, including those related to student records (FERPA), student rights (IDEA), and academic integrity.

Transparency and Disclosure of Use

Users must disclose when and how AI tools have been employed in the creation of academic or professional work. The District needs to be committed to informing teachers, students, and parents when AI influences decisions.

Ethical Use and Data Privacy Safeguards

Employees must use AI consistent with institutional values, ethical principles, and privacy standards. Input of sensitive, confidential, or PII is prohibited into AI systems that lack a formal, vetted contract guaranteeing data privacy.

Comprehensive Risk Assessment and Oversight

A comprehensive risk assessment must be conducted before adopting any AI tool, evaluating data sources, potential bias, and vendor compliance. The policy requires oversight to be assigned and regular audits to be conducted.

AI Tool Selection and Vetting (Closed AI Preference)

The policy should approve the use of Closed AI tools only, which have been reviewed and approved, while cautioning against Open AI due to high risk of data release and less reliable content. All approved tools should be listed in a public AI Tool Inventory.

Employee Responsibility for AI-Generated Content

District employees are responsible for the content created by an AI tool. They must review and verify the accuracy and appropriateness of any AI-generated content before disseminating it, and disclose its use.

Other Applicable Laws and District Policies

Considerations include civil rights, non-discrimination, academic integrity, vendor contracting, technology use, data security, and copyright compliance.

Legal & Regulatory Foundations

Neola

Family Educational Rights and Privacy Act (FERPA)
Governing disclosure of student education records; requires parental consent for non-permitted disclosures; gives parents (or eligible students) rights to access, review, and request amendment of records.

Individuals with Disabilities Education Act (IDEA)
Requires confidentiality of special education records and appropriate procedures for access, disclosure, use, and storage.

Children's Online Privacy Protection Act (COPPA)
Regulates collection of personal information online from children under age 13, including requirements for parental consent and privacy disclosures.

Protection of Pupil Rights Amendment (PPRA)
Governs surveys, analyses, or evaluations that collect sensitive information, and requires parental notice and opt-out provisions under certain circumstances.

Wisconsin Pupil Records Law (Wis. Stat. § 118.125)
Sets out what constitutes pupil records, their confidentiality, rights of parents/pupils, maintenance & destruction, etc.

Wisconsin Public Records Law (Wis. Stat. §§ 19.31-19.37)
Governs public access to government records, but with exceptions for confidential student information.

Wisconsin Personally Identifiable Information Law (Wis. Stat. §§ 19.62-19.80)
Definitions and duties regarding handling PII, including collection, retention, and protection.

Other Applicable Laws & District Policies
On civil rights, non-discrimination, academic integrity, vendor contracting, technology use, and data security.

School Board Members: Permitted vs. Prohibited Uses of AI

Permitted Uses

- **Draft Non-Confidential Communications:** Create public messages, newsletters, or general emails without including private student or staff information.

- **Research Public Information:** Summarize laws, governance practices, or general topics for understanding (not legal advice).

- **Support Work:** Outline or identify issues, organize ideas, and assist in drafting policies; final decisions go through full board and administrative review.

Prohibited Uses

- **Handle Confidential Information:** No student data, employee records, closed-session materials, or legal communications.

- **Circumvent Open Meetings Law:** AI cannot poll members, build consensus, or make decisions outside properly noticed meetings.

- **Make Personnel or Student Decisions:** AI cannot influence evaluations, investigations, or disciplinary actions.

Teachers / Instructional Staff: Permitted vs. Prohibited Uses of AI

Permitted Uses

- **Create Instructional Materials:** Draft lesson plans, rubrics, study guides, or practice questions, with human review.

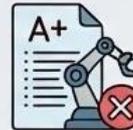- **Provide Feedback Support:** Generate templates or explanations without entering student PII.

- **Enhance Classroom Learning:** Use AI for demonstrations, brainstorming, or structured assignments under clear rules and disclosure.

Prohibited Uses

- **Enter Student PII or Sensitive Content:** No student names, IDs, grades, behavior data, or IEP information.

- **Rely on AI for Grading:** AI cannot determine grades, judge effort, or assess learning needs.

- **Allow Unauthorized Student Use:** AI cannot be used in ways that conflict with assignment expectations or academic honesty policies.

Neola

Support Staff:
Permitted vs. Prohibited Uses of AI

Neola

Permitted AI Uses

- **Draft Routine Communications:** Create reminders, schedules, or general announcements with human review.

- **Improve Workflow Efficiency:** Summarize non-confidential documents, create checklists, or organize public information.

- **Assist with Public-Facing Materials:** Help design newsletters or website updates, avoiding protected or proprietary information.

Prohibited AI Uses

- **Enter Student or Staff PII:** No names, grades, IEPs, medical info, or other confidential records.

- **Make Decisions About Students:** Cannot influence supervision, discipline, attendance, special education, or safety.

- **Generate False or Harmful Content:** Cannot create or share misleading, derogatory, or harmful material.

Students:
Permitted vs. Prohibited Uses of AI

Permitted AI Uses

- **Learning Support:** Brainstorming, summarizing research, or understanding concepts under teacher guidance and direction.

- **Draft & Edit Assignments:** Organize thoughts, check grammar/spelling, and draft content with disclosure, citation and under teacher guidance and direction.

- **Accessibility & Skill Development:** Translation, text-to-speech, or study aids for learning differences or language needs in alignment with teacher guidance and direction as well as IEPs/504s.

Prohibited AI Uses

- **Enter Personal or Protected Data:** No names, grades, health info, or identifiable student/staff information.

- **Cheating or Misrepresentation:** Cannot complete assignments, tests, or projects without teacher permission or present AI-generated work as entirely their own.
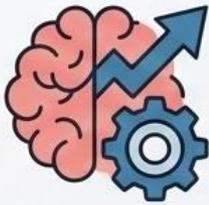
- **Misleading or Harmful Content:** Cannot generate messages, images, or videos that threaten, harass, or harm others.
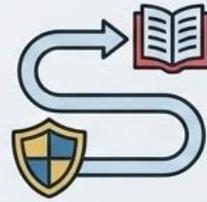
AI Student Learning Domains

Instructional leadership teams must address how AI impacts **curriculum and learning across all levels (district, school, grade). Focus on clarifying how AI will inform and enhance these five key domains:**
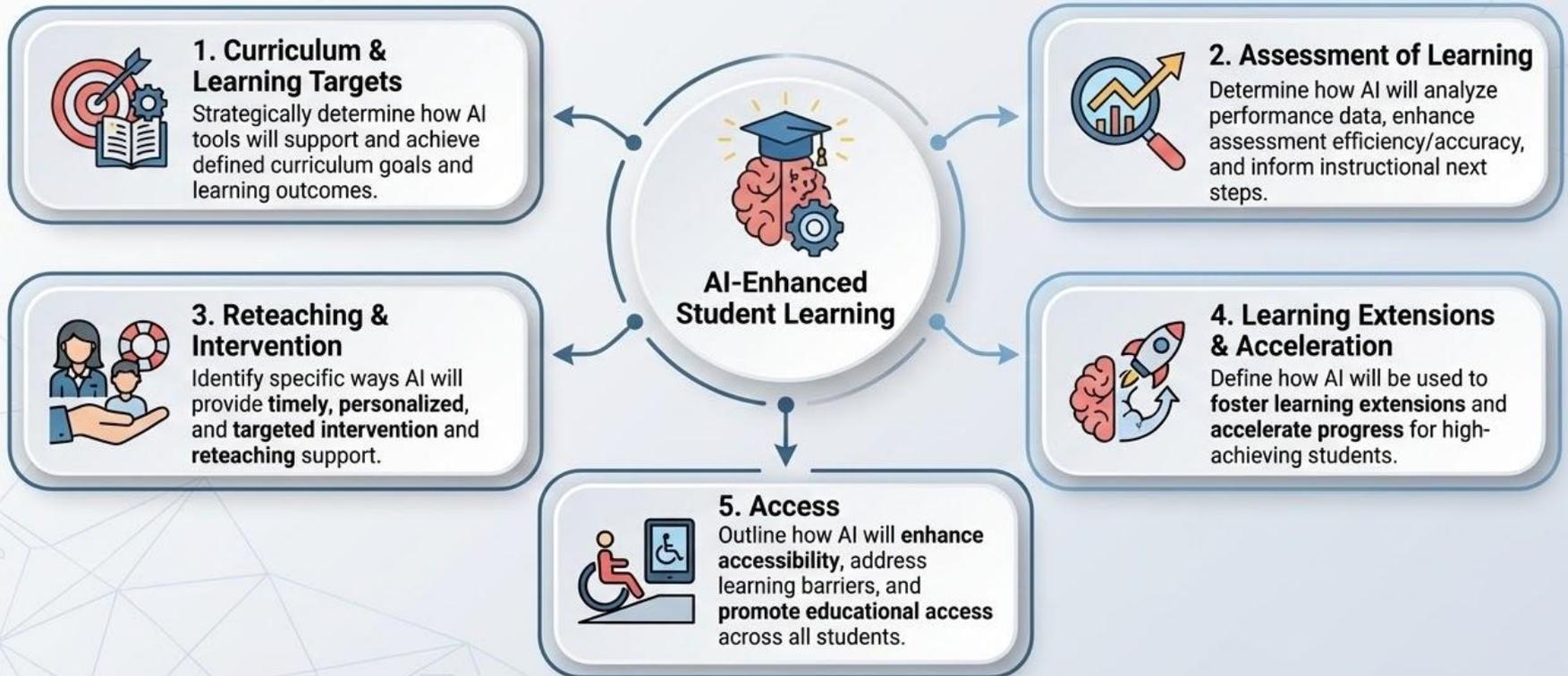
AI-Enhanced Student Learning

1. Curriculum & Learning Targets
Strategically determine how AI tools will support and achieve defined curriculum goals and learning outcomes.

2. Assessment of Learning
Determine how AI will analyze performance data, enhance assessment efficiency/accuracy, and inform instructional next steps.

3. Reteaching & Intervention
Identify specific ways AI will provide **timely, personalized,** and **targeted intervention** and **reteaching** support.

4. Learning Extensions & Acceleration
Define how AI will be used to **foster learning extensions** and **accelerate progress** for high-achieving students.

5. Access
Outline how AI will **enhance accessibility,** address learning barriers, and **promote educational access** across all students.

AI Policy

Policy – "The AI Guardrails"

Establish clear boundaries and ethical standards for AI use, acting as essential guardrails for the organization.

## Teams – Contemplate, Design, Implement, Monitor, and Refine

➤ **Contemplate:** Define purpose and goals.
➤ **Design:** Develop policy and procedures.
➤ **Implement:** Deploy and train.
➤ **Monitor:** Track performance and compliance.
➤ **Refine:** Continuously improve based on feedback.

Communicate throughout the system

Ensure transparent and consistent communication of AI policies and updates across all levels of the organization.
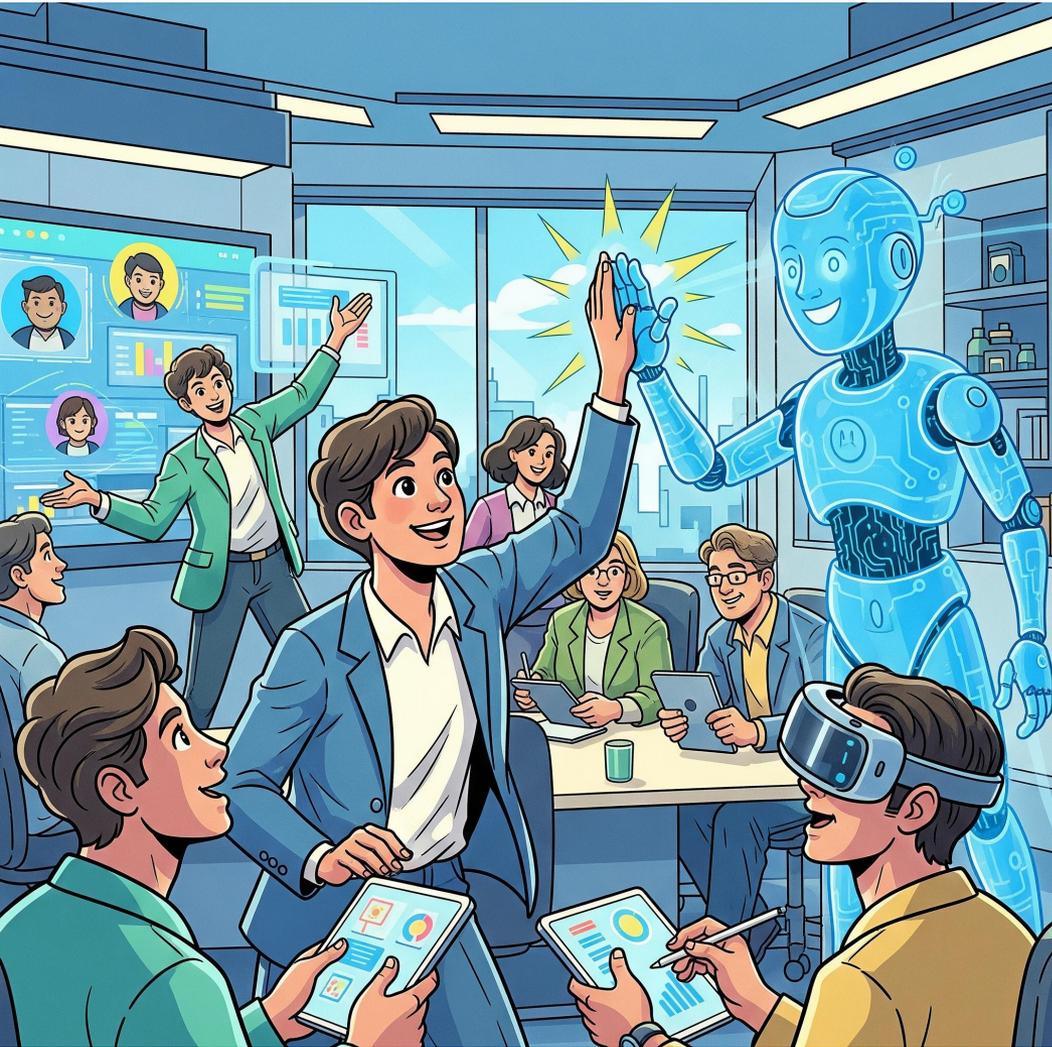
Neola

Scan the QR Code to Learn More: