

EXAMPLE: Acceptable Use and Data Privacy Policy

1. Purpose

This policy outlines expectations for the responsible use of technology and the protection of student data in environments where artificial intelligence (AI) tools may be used for teaching, learning, or administrative purposes.

2. Scope

This policy applies to all students, staff, contractors, and authorized users accessing district-owned devices, networks, cloud services, or third-party applications—on or off campus—including those utilizing AI technologies.

3. Acceptable Use of AI Tools

AI use must:

- Align with instructional goals or operational functions
 - Be supervised by staff when students are involved
 - Promote critical thinking, creativity, and ethical digital behavior
 - Not replace student learning or assessment performance
 - Include proper citation of AI-generated content in student work
 - Be preceded by staff training before classroom use
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4. Prohibited AI Practices

The following are not allowed:

- Using AI to spread misinformation, hate speech, or inappropriate content
- Inputting student data into tools not compliant with FERPA/COPPA/state law
- Using AI to cheat, impersonate, or deceive

- Training AI models on student data
 - Using unvetted tools that store or profile student data
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5. Data Privacy and Protection

Vendors and AI tools must:

- **Prohibit the use of student data for AI model training**
- **Delete all student data upon account closure or contract end**
- **Ban third-party data sharing without written consent**

Additional requirements:

- All vendors must sign a **Data Privacy Agreement (DPA)**
 - Staff must use only district-approved tools
 - Compliance must align with **FERPA, COPPA, and Wis. Stat. § 118.125**
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6. Transparency and Oversight

The district will:

- Publish a list of approved AI tools
 - Provide ongoing training in digital citizenship and AI literacy
 - Investigate and address misuse or policy violations
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7. Enforcement and Consequences

Violations may result in:

- Restricted or revoked access to technology
- Disciplinary action (student/employee policies apply)

- Termination of vendor contracts
 - Legal referral, if applicable
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8. Review and Revisions

This policy is reviewed annually by the **District Technology Committee** in collaboration with the **Curriculum & Instruction Department** to reflect emerging technologies and regulations.

9. Key Definitions

Artificial Intelligence (AI): Software that mimics human behavior, decision-making, or content generation.

Generative AI: A form of AI that creates original content like text, images, or code.

Student Data: Personally identifiable information (PII) relating to a student, including academic, behavioral, or demographic data.