

CANADIAN VALLEY TECHNOLOGY CENTER BOARD OF EDUCATION POLICY	<i>Section 10 – Technology</i> Adopted: 8/11/2026
---	---

ARTIFICIAL INTELLIGENCE

Policy

Artificial intelligence (AI) remains a burgeoning technology that the technology center welcomes with reasonable guardrails. In general, AI should not be used except sparingly by employees. Students may only use when given express permission by their instructor. In all instances, caution must be exercised as AI users remain solely responsible for the content of their assignments or work product. Further, the use of AI tools may violate Board policy and/or legal obligations, including those related to disclosure or use of personally identifiable information and other confidential material.

This policy aims to enhance educational outcomes, protect privacy, ensure ethical use, and mitigate risks associated with artificial intelligence (AI) technologies. This policy applies to all employees, students, contractors, and any other individuals who utilize AI technologies provided by or used within the technology center. Violations of this policy may result in disciplinary action, up to and including termination of employment or expulsion from the institution, in accordance with disciplinary policies.

Any AI tool used by the technology center and/or its employees for technology center business shall comply with applicable federal and state student data privacy and security laws including, but not limited to, the federal Family Educational Rights and Privacy Act and must meet recognized industry standards or otherwise stringent audit and security standards.

Definitions

1. **Artificial Intelligence (AI)**: Technology that enables machines to perform tasks that typically require human intelligence, such as learning, reasoning, problem-solving, data collection, distillation, and analysis, and understanding natural language. AI includes machine learning and generative AI.
2. **Machine Learning (ML)**: A subset of AI that involves the development of algorithms that allow computers to learn from and make predictions or decisions based on data.
3. **Generative AI**: AI capable of generating text, images, or other media in response to prompts.

Annual Disclosure

The technology center shall provide to students and parents/guardians, as appropriate, an annual written disclosure which identifies:

- All AI tools used by the technology center, and the educational purpose for which each AI tool is used
- Vendors providing AI tools to the technology center
- Categories of student data collected by AI tools

- The extent to which student data is shared with AI tools

Any parent or legal guardian, or eligible student, enrolled at the technology center may provide written notice opting the student out of participating in student-facing AI tools at any time.

Acceptable Use

1. **Instructor Permission:** In general, the use of AI technology by students in the completion of an assignment will not be permitted absent permission from the instructor. Permission may be granted in blanket form to be applicable for the duration of the class or only on a case-by-case basis.
2. **Educational Enhancement:** AI technologies may be used only to support educational objectives and improve learning outcomes. They should complement and enhance teaching and learning processes. Users of AI technologies should be cognizant of the risks associated with AI technologies, including but not limited to the generation of erroneous information and the potential negative impact on curriculum and academic work. Users should exercise good judgment when utilizing AI technologies. Instructors and students are expected to review outputs generated by AI for accuracy before use.
3. **Compliance with Laws and Policies:** All AI applications and use must comply with relevant federal, state, and local laws, as well as technology center policies, including those related to data privacy, cybersecurity, and nondiscrimination.
4. **Data Privacy:** The use of AI must protect the privacy and security of student and staff data. Personally identifiable information (PII) must not be shared or processed through AI applications without explicit consent, except as permitted by law.
5. **Transparency and Accountability:** AI systems used for technology center purposes must be transparent and include mechanisms for accountability. Users should be informed when they are interacting with an AI system and have a clear understanding of how decisions and assumptions are made by the AI.

Prohibited Use

1. **Bias and Discrimination:** AI systems must not be used in ways that perpetuate or amplify bias or discrimination. Regular audits should be conducted by users to identify and mitigate biases in AI algorithms.
2. **Unauthorized Access:** Users must not attempt to circumvent AI security measures or access AI systems without proper authorization.
3. **Ethical Concerns:** AI applications that engage in unethical behavior, such as surveillance without consent or manipulation of users, are strictly prohibited.
4. **Unequal Access:** If any assignment permits the use of AI tools, the tools will be made available to all students, considering that some may already have access to such resources outside of school.
5. **Decision Making:** The responsibility for decisions informed by AI tools shall remain with school employees and shall not be fully delegated to an AI tool, system or vendor. AI tools shall not be used as the primary basis for student grading, discipline, placement, promotion, retention or other high-stakes educational decisions.
6. **Student Data:** Technology center employees shall not input into AI tools any student information or data considered “personally identifiable” within the meaning of FERPA. No exception is made for “private” or subscription-based AI models.

Reviewing and Monitoring

The Assistant Superintendent shall be responsible for approving and overseeing the use of AI tools. This policy will be reviewed annually to ensure it remains current with technological advancements and legal requirements. The use of AI technologies will be regularly monitored to ensure compliance with this policy and to identify any areas for improvement.

Reference: OKLA. STAT. tit. 70 § 11-120