

School AI Policy Template

Customizable
for any school

AI Use Policy Template

Customizable for K-12 schools and districts

School Name: _____

Date Adopted: _____ Reviewed By: _____

1. Purpose

This policy establishes guidelines for the responsible use of artificial intelligence tools in our school. AI tools include chatbots, text generators, image generators, and any software that uses machine learning to produce content.

2. Student Use of AI

Students may use AI tools when explicitly permitted by their teacher for a specific assignment. Students must disclose when AI was used in their work. Students must review, verify, and edit all AI-generated content before submitting it. Copying AI output without review, editing, or attribution is a violation of academic integrity. Students should use the READY framework to evaluate all AI-generated content.

3. Teacher Use of AI

Teachers may use AI tools to assist with lesson planning, differentiation, and resource creation. Teachers should model responsible AI use for students. AI-generated content used in instruction should be reviewed for accuracy and bias. Teachers should teach students how to evaluate AI outputs, not just how to use AI tools.

4. Academic Integrity

Using AI to complete an assignment without disclosure is considered academic dishonesty. Students must clearly indicate which portions of their work involved AI assistance. The focus is on the student's thinking process, not just the final product. Teachers will use the FOCUS framework to teach structured prompting and the READY framework to teach output evaluation.

5. Data Privacy and Safety

Students should never enter personal information into AI tools. AI tools used in the classroom must comply with COPPA, FERPA, and district data privacy policies. Schools should maintain a list of approved AI tools. Unapproved tools should not be used with student data.

6. Equity and Access

AI literacy instruction should be available to all students regardless of their access to technology at home. Activities should be designed to work with or without AI tools. Both digital and print-ready resources should be provided.

7. Review and Updates

This policy should be reviewed annually and updated as AI technology and best practices evolve. Feedback from teachers, students, and parents should be incorporated into revisions.

Signatures

Principal / Administrator

Date

Teacher Representative

Date

Parent Representative

Date

You are the thinker.
AI is the tool.