GENERATIVE AI ACCEPTABLE USE POLICY

Effective Date: _____ Policy Owner: _____

Review Date: _____ Approved By: _____

1. PURPOSE

Odyssey Charter School (the "School") recognizes that generative artificial intelligence (~~AI~~"AI") can support teaching, learning, creativity, collaboration, and ~~school~~School operations. The ~~school~~School also recognizes risks related to academic dishonesty, bias, misinformation, privacy, ~~cybersecurity~~data security, cybersecurity, intellectual property, and overreliance on technology.

This policy establishes clear expectations for students, teachers, staff, and administrators regarding the use of Generative AI in connection with School instruction, activities, and operations, whether on or off School property and whether on School-issued or personal devices. It is intended to support responsible and meaningful use of ~~generative AI~~Generative AI while preserving human judgment, student learning, privacy, and academic integrity.

2. DEFINITIONS

For purposes of this policy, the following terms have the meanings below:

- **"Generative AI"** means any technology, tool, application, model, or feature that uses artificial intelligence, including machine learning and large language models, to create new content—such as text, images, audio, video, computer code, or data—in response to prompts, instructions, or other user inputs. Generative AI includes stand-alone tools (such as AI chatbots, writing assistants, and image, audio, or video generators) and generative features built into other software, websites, search engines, learning platforms, or devices. Generative AI does not include basic spell-check, autocorrect, or calculator functions, unless a teacher specifies otherwise for an assignment.
- **"AI-Generated Content"** means any text, image, audio, video, code, or other output produced in whole or in part by Generative AI.
- **"School-Approved AI Tool"** means a Generative AI tool that the School's Superintendent, or designee, has reviewed and approved for a specified use, including review of the tool's data privacy, security, and age-appropriateness terms.
- **"Personally Identifiable Information (PII)"** means information that identifies, or could reasonably be used to identify, a student, employee, family member, or other individual, including names, addresses, telephone numbers, email addresses, identification numbers, photographs, voice recordings, and dates of birth.
- **"Confidential Information"** means non-public School information, including student education records, grades, assessments, IEPs, Section 504 plans, disciplinary, health, and personnel records, and any other information the School is required by law, contract, or policy to protect.

Commented [RF1]: Added a Definitions section. The defined terms (Generative AI, AI-Generated Content, School-Approved AI Tool, Personal Information, Confidential Information) are now used throughout the policy.

~~2.~~3. GUIDING PRINCIPLES

- The ~~school will use generative AI~~School will use Generative AI in a responsible and ethical manner.
- ~~AI should support not replace~~ AI should support—not replace—teaching, learning, critical

thinking, and professional judgment.

- The ~~school~~School will prioritize academic excellence, privacy, cybersecurity, and efforts to reduce bias and misinformation.
- The ~~school~~School will prepare students to use ~~AI~~AI effectively and responsibly in today's and tomorrow's society.
- Human intelligence remains essential for critical thinking, relationships, motivation, positive learning environments, meaningful feedback, and meeting students' needs.

~~3.~~4. STUDENT EXPECTATIONS

Permission and Assignment Rules

- Students must follow the teacher's directions for ~~AI~~AI use on each assignment.
- Students must have permission from a teacher or administrator before using ~~generative AI for educational purposes~~Generative AI for any assignment or other academic purpose.
- Teachers may allow, limit, or prohibit ~~AI~~AI use depending on the purpose of an assignment.
- Teachers will communicate ~~AI~~AI expectations clearly in assignment directions or other appropriate class materials.

Academic Honesty

- Students may not submit ~~AI-generated work~~AI-Generated Content as their own work.
- ~~AI use~~Citing or acknowledging an AI tool does not make ~~work~~AI-Generated Content the student's own ~~simply because the student cites the AI tool~~work, and acknowledgment does not excuse AI use that the teacher has not permitted.
- Unauthorized ~~AI~~AI use may be treated as academic misconduct under the School's Code of Conduct.

Responsible Use

- Students must not enter ~~personal information into generative AI tools~~PII or Confidential Information about themselves or any other person into any Generative AI tool.
- Students ~~should acknowledge AI~~must acknowledge AI assistance when required by the teacher.
- Students are responsible for checking ~~AI-generated information~~AI-Generated Content for accuracy, bias, and potentially harmful content.
- Students may not use Generative AI to create or share content that is harassing, bullying, threatening, discriminatory, sexually explicit, or that depicts, imitates, or impersonates another person without that person's consent (including "deepfake" images, audio, or video) or that otherwise violates the School's anti-bullying and harassment policies.

~~4.~~5. TEACHER EXPECTATIONS

- Set clear expectations for when and how students may use ~~generative AI~~Generative AI.
- Explain the purpose of the assignment and why ~~AI~~AI use is allowed, limited, or prohibited.
- ~~Consider the age requirements and terms of the AI tools used with students~~Use only School-Approved AI Tools with students, and comply with each tool's age requirements, terms of use, and any required parental notice or consent.
- Teach students to fact-check, proofread, and critically evaluate ~~AI-generated content~~AI-

Generated Content.

- Teach students how to acknowledge ~~AI~~AI contributions when appropriate.
- Engage students in open discussion about responsible ~~AI~~AI use.
- Do not rely on ~~AI~~AI-detection tools as the sole basis for determining academic dishonesty. These tools may produce false positives~~ and caution is recommended~~, and their results should be treated with caution.

~~5.~~6. STAFF AND ADMINISTRATOR EXPECTATIONS

Privacy and Confidential Information

Employees must not enter ~~confidential or personal information into open or public generative AI models~~PII or Confidential Information into any Generative AI tool that is not a School-Approved AI Tool approved for that purpose. This includes student names or other identifiers when connected to ~~protected information, personally identifiable~~education records or other protected information, grades, IEPs, ~~assessments~~Section 504 plans, assessments, disciplinary or health information, and other sensitive data. Employees must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), the Individuals with Disabilities Education Act (IDEA), and applicable state student-privacy laws when using Generative AI.

Any actual or suspected disclosure of Personal Information or Confidential Information through a Generative AI tool must be reported promptly to the Policy Owner or School administration.

Professional Responsibility

- Employees are responsible for reviewing ~~AI-generated material~~AI-Generated Content before using it.
- ~~AI-generated content~~AI-Generated Content must be checked for accuracy, bias, and inappropriate or harmful material.
- Generative AI may not be used as the sole basis for decisions that materially affect students or employees, including grading, discipline, special education eligibility or services, placement, or employment decisions.
- ~~AI~~AI may be used to support lesson planning, assignment development, feedback, personalization, administrative efficiency, and other appropriate work, provided ~~school rules~~School policies and privacy requirements are followed.

~~6.~~7. SCHOOL SUPPORT

The School will support responsible ~~AI~~AI use by providing appropriate professional learning, resources, and opportunities for staff to develop ~~AI~~AI skills. Support may include training on effective prompting, ethical use, media literacy, classroom applications, and emerging risks.

- Provide opportunities for professional learning.
- Encourage staff to share successful practices and challenges.
- Develop or maintain resources that support effective ~~AI~~AI use.
- Keep guidance current as ~~AI~~AI tools and risks change.
- Promote responsible experimentation within this policy.

~~7.~~8. ~~AI~~AI DETECTION AND ACADEMIC DISHONESTY

AIAI-detection tools shouldwill not be used as automatic proof that a student used generative AI. There are reliability concerns and detection resources shouldGenerative AI. Because these tools have known reliability concerns, detection results will not be used as the sole means of determining cheating or plagiarism.

When AIAI use is suspected, educators should followmust follow the School's normal academic-integrity procedures, consider all available evidence, and provide the student an opportunity to explain their work and process.

8.9. PARENT AND COMMUNITY ROLE

- Parents and guardians are encouraged to discuss responsible technology use with students.
- Families should understand that AI-generated informationAI-Generated Content may be inaccurate, biased, or inappropriate.
- The School encourages open communication among students, families, and educators about appropriate AIAI use.
- Questions about classroom AIAI expectations should be directed to the student's teacher or schoolSchool administration.

9.10. COMPLIANCE

Failure to follow this policy may result in consequences under applicable School policies, the Code of Conduct, academic-integrity procedures, employee policies, or other applicable rules. Students and employees remain responsible for their actions when using AI, and for any content they create, submit, or share, when using Generative AI tools.

This policy does not replace other School requirements concerning student records, privacy, data security, cybersecurity, acceptable technology use, copyright, anti-bullying and harassment, nondiscrimination, or academic integrity, and should be read together with those requirements.

10.11. WHEN CAN AIAI BE USED?

Situation	AIAI Use	Expectation
Teacher has not givengiven permission	**NO**	Ask before using AIusing AI.
Teacher prohibits AIAI	NO	Complete the assignment without AIAI.
Teacher allows AIAI	YES	Follow the stated limits and instructions.
AIAI contributes to an assignment	YES, if permitted	Acknowledge use when required and verify the outoutverify the output.
Personal/confidential information	NO	Never enter it into open/public AI toolsan AI tool that is not School-approved.
AIAI detector flags work	Not proof by itself	Use conversation and other evidence; follow academic-integritvintegrity

		procedures.

~~11.~~12. POLICY REVIEW

Because ~~generative AI~~Generative AI technology changes rapidly, this policy will be ~~periodically reviewed~~reviewed periodically by the School and updated as needed.