

Bartlett City Board of Education		4020
Descriptor Term: USE OF ARTIFICIAL INTELLIGENCE PROGRAMS	Descriptor Code: Instruction	Issue Date: 06/27/2024
	Rescinds:	Revised:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in
3 the district.¹

4 Only approved AI programs may be utilized in student instruction or in completing student work.
5 The Superintendent shall develop a procedure for staff to submit additional programs for approval.

6 The Director of Technology is tasked with overseeing the implementation of AI programs. The
7 Director and his/her designees will review artificial intelligence programs to ensure compliance
8 with BCS policies, state law, and federal student data privacy laws. The Director of Technology
9 will then present recommendations to the Superintendent for approval. Any approved programs
10 shall be accessible to all students.

11 Employees shall not place personally identifiable information, financial information, intellectual
12 property, or other confidential information into an AI system.

13 The Superintendent shall encourage and incorporate training programs on AI into professional
14 development for staff. This training shall focus on responsible use of AI and best practices for use
15 in school settings and include instruction regarding personally identifiable information and the
16 need to comply with state and federal data privacy laws. Emphasis shall be placed on the
17 importance of securing and properly storing any data that is collected by the district in compliance
18 with state and federal law.

19 **STAFF USE**

20 Staff may use AI in the completion of their own work. This may include, but not be limited to,
21 drafting communications, notes, images, and the development of content for instructional or
22 administrative purposes, as well as analyzing data and information. The following requirements
23 shall be adhered to when using AI in the completion of work:

- 24 1. Employees shall disclose their use of a generative AI tool if failure to do so would :
25 a. Violate the terms of the use of the AI tool;
26 b. Would mislead a supervisor or others as to the nature of the work; or
27 c. Would be inconsistent with the Tennessee or BCS teacher code of ethics;²
28
- 29 2. Employees shall take all reasonable precautions to ensure the security of private student
30 data when utilizing AI programs;
- 31 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to
32 professional use in order to reduce the risk of errors and inaccuracies; and
33
- 34 4. Outputs shall not be incorporated into proprietary content or works
35

1 **STUDENT USE**

2 Teachers may allow students to use approved AI programs for instructional purposes after
3 receiving required training and written approval by the Technology Department, or the Director of
4 Technology’s designee. Any such use shall align with approved instructional standards and
5 curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate
6 instruction on the responsible use of AI.

7 **ACADEMIC INTEGRITY**

8 Students shall be instructed on responsible use standards including but not limited to the
9 following:

- 10 1. Effective use of generative AI;
- 11 2. When it is appropriate to use AI in assignments;
- 12 3. How to determine whether AI responses are accurate;
- 13 4. Users assume responsibility for incorporating AI content responsibly; and
- 14 5. The difference between cheating and seeking support.

15 **NOTICE TO PARENTS**

16 The Superintendent shall provide notice to parent(s)/guardian(s) about the use of AI programs in
17 the district. An approved list of AI programs will be provided by the Director of Technology by
18 posting on the BCS website and in each school’s student handbook as appropriate.

19 **REPORTING**

20 The Superintendent shall submit a report to the Board of Education each June on how this Policy
21 will be enforced in the upcoming school year. The Board shall approve the report, and the
22 Superintendent shall submit it to the Department of Education by July 1st.

23 ¹ [Public Acts of 2024, Chapter No. 550](#)

24 ² [TCA 49-5-1001](#)