



USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY

Lighthouse Community Public Schools Board of Directors (“LCPS”) approved the following policy to ensure that any LCPS communication, instructional materials, record, or work product (“Products”) created with or by using artificial intelligence (“AI”) meet LCPS’ standards for accuracy, professionalism, legality, and student safety. All students, staff, LCPS consultants, contractors, interns, and volunteers, who create Products are accountable for the Products and for compliance with this Policy and applicable law.

1. SCOPE

This policy applies to all LCPS employees (full-time, part-time, and temporary), contractors, consultants, individuals who volunteer for LCPS, and students. It covers the use of any AI tool or system for school-related purposes, whether on school-owned or personal devices, and on or off school premises.

2. TERMS AND CONDITIONS OF THIS POLICY

AI is a system of machine learning that is capable of performing complex and original tasks such as problem-solving, learning, reasoning, understanding natural language, and recognizing patterns in data. AI systems use algorithms, data, and computational power to simulate cognitive functions and make autonomous decisions, enabling them to perform a wide range of tasks and improve their performance over time through learning and adaptation.

LCPS recognizes that the use of AI can, when used appropriately, enhance student learning and productivity by improving the efficiency of education, providing new and creative ways to support learning, and encourage independent research, curiosity, critical thinking, and problem-solving.

LCPS authorizes staff members to utilize and permit students to utilize ethical and legal use of AI as a supplemental tool to support and expand classroom instruction, facilitate personalized learning opportunities, and increase educational and learning opportunities, in accordance with the terms of this Policy.

a. Approved AI Tools and Vetting Process

1. LCPS will not permit AI use that undermines student safety, academic integrity, privacy, or accessibility.
2. LCPS will maintain a list of approved AI tools for student and staff use, the approved use cases for each tool, who may use the tool (staff-only or student-authorized), required configurations (including LCPS-managed accounts where feasible), training prerequisites, and any restrictions on use. The LCPS Data & Technology Department and Academic Department will be responsible for vetting and approving all AI tools based on the following criteria:
 - Data Security and Privacy: The tool must have a clear privacy policy that aligns with Family Educational Rights Privacy Act (“FERPA”) and other data protection laws and whether it is an open or closed environment for purposes of data collection.
 - Instructional/Operational Alignment: The tool must support the educational goals of LCPS.
 - Ethical Considerations: The tool must be evaluated for potential bias and other ethical concerns, such as safeguards are in place to confirm that accurate and factually correct information can be provided.
3. No employee, contractor, or volunteer may require, assign, or use an AI Tool for LCPS purposes unless the tool is listed as approved in the registry or is operating under a time-limited pilot authorized in writing by the LCPS Data and Technology Department or the Academic Department pursuant to this section.
4. When applicable, LCPS may also need to attain a parent/guardian’s written consent before offering certain AI services to students.

b. Data Privacy and Security

Protecting student and staff data is a legal and ethical obligation. All staff must:

1. Use only AI tools that have been vetted and approved by the school administration.
2. Never input student or staff personally identifiable information (“PII”) (including names, grades, and contact information), unless the tool is expressly approved for that purpose and is covered by a compliant written contract and LCPS-managed configuration. Where AI tools are used with PII, LCPS will require contractual terms that, at minimum, preserve LCPS control and ownership of student records; limit use to LCPS purposes; prohibit sale of PII and targeted advertising based on PII; impose confidentiality and appropriate security obligations; require prompt vendor notification and cooperation regarding suspected or confirmed unauthorized disclosure; and provide deletion and return procedures upon LCPS request and at contract end.

3. Use of an AI system must comply with FERPA

c. Users are prohibited from:

1. Using AI for any purpose that is illegal, unethical, or violates school policies.
2. Using any AI system to access, create, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs or interact with the AI in a manner that supports any of the above.
3. AI tools should not be used by employees to automate tasks or generate content in a way that replaces curriculum, student effort, or critical thinking.
4. Using AI to engage in plagiarism, represent AI-generated work as one's own original thought without proper disclosure, citation, or to disseminate misinformation is strictly prohibited.
5. Submitting, publishing, or distributing any AI-generated content without thorough human review, fact-checking, editing, and citing.
6. AI tools should not be used by employees to automate grading in a way that perpetuates bias or undermines professional judgment of educators.
7. Users may not share any confidential or sensitive information with AI tools, including but not limited to sensitive information, passwords, certificates, PII, asset names, secrets, and tokens. PII includes, but is not limited to, a person's name, address, email address, telephone number, Social Security number, or other personally identifiable information.

d. Consequences

Whenever a user is found to have violated this Policy, or LCPS' Student Use of Technology and the Acceptable Use Agreement, the CEO or designee may cancel or limit a user's privileges with respect to their use of AI, as appropriate. Inappropriate use may also result in disciplinary action or consequences and/or legal action in accordance with the law and LCPS policy. Consequences for students is outlined in the Academic Integrity with AI policy. Consequences for employees may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation.

e. Acceptable Use of AI

1. Any use of AI in the classroom or on class assignments must be approved by LCPS and align with the teachers' instructions and use expectations. Teachers, with prior approval, will clearly communicate how AI is, and is not, to be used in an assignment. Teachers

will guide and monitor student use of AI, ensuring that it aligns with LCPS guidelines and policies, including LCPS' Technology Policy and Acceptable Use Agreement.

2. Any student use of AI for schoolwork must be cited accordingly and may not be submitted as the student's original work.
3. When an AI Tool is approved under Section 2.a. and used consistent with this policy, AI may be used by employees to support LCPS purposes such as drafting lesson outlines, developing instructional ideas, translating or simplifying general communications, preparing internal templates, generating brainstorming prompts, summarizing non-confidential meeting notes, or assisting with operational drafting.
4. AI may also be used by employees for individualized instruction and student learning activities only when the tool is LCPS-approved for student use, configured and contractually controlled for LCPS use, and implemented consistent with student privacy and safety requirements and per section 2.a. of this policy.
5. In all cases, staff must use AI in a manner that protects student information and confidential school information per section 2.b, and staff must apply the verification and human review requirements set forth in section 2.e before distributing or relying on AI-assisted content.
6. Users should not solely rely on AI as a fact-checker to confirm their work or research as it may not always provide accurate or up-to-date information.

f. Quality Control and Accuracy Verification for Employees

To ensure the quality and accuracy of all work products, all employees must adhere to the following three-step verification process for any AI-generated content:

- 1 **Review and Fact-Check:**
 - **Verify all factual claims.** Cross-reference any data, statistics, historical facts, or other objective information with at least two reliable, independent sources.
 - **Assess for Bias.** Critically evaluate the AI output for any potential bias (e.g., cultural, gender, racial) and revise to ensure fairness and inclusivity.
 - **Check for Timeliness.** For subjects that change rapidly, ensure the information is current and relevant.
- 2 **Edit for Quality and Tone:**
 - **Rewrite for Clarity and Voice.** Edit the content to ensure it is clear, well-written, and aligns with the professional tone and style of LCPS.
 - **Add Human Insight.** Infuse the content with professional expertise, insights, and context. The final product should reflect the employee's professional judgment, not just the output of a machine.

3 Approve and Take Ownership:

No AI output may be distributed externally on behalf of LCPS by employees, provided to students as instructional material, or used as a basis for LCPS decisions unless a responsible employee has reviewed it and is prepared to take professional responsibility for it.

g. Transparency and Disclosure

Transparency is essential for maintaining trust. Staff must disclose the use of AI in the following situations:

- **Public-Facing Materials:** Any significant use of AI in creating materials for parents/guardians, the community, or other external stakeholders must include a clear disclosure (e.g., “This document was prepared with the assistance of AI tools and reviewed by staff.”).
- **Instructional Materials:** Teachers may also disclose AI use in instructional preparation as a modeling practice.

h. Internet Safety

The CEO or designee shall ensure that all LCPS computers or devices with access to AI have protection measures to protect against access to materials that are obscene, contain pornography, or are harmful to minors.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interests and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (California Penal Code 313)

i. Implementation and Training

LCPS will provide training to staff regarding responsible AI use, the approved AI list, privacy and security expectations, academic integrity considerations, accessibility considerations, and incident reporting requirements.

j. Monitoring, Audits, and Recordkeeping

To support compliance and safety, LCPS may monitor LCPS-managed AI tool usage where technically feasible. To support compliance and safety, LCPS may monitor LCPS-managed AI tool usage where technically feasible and legally appropriate. LCPS will periodically review AI Tool use against the approved AI tool list and may require staff to attest to compliance with this policy.

LCPS will maintain records of AI approvals, contracts, training completion, and material incidents, consistent with record retention practices and legal obligations. LCPS will periodically

review approved tools and may suspend or revoke approval if vendor terms change, controls prove inadequate, or incidents demonstrate unacceptable risk.

k. Incident Reporting, Response, and Required Notifications

An AI-related incident includes any suspected or confirmed unauthorized disclosure of PII, use of a non-approved AI tool for LCPS purposes involving protected information, vendor security incidents involving LCPS data, and/or plagiarism.

All staff must promptly report suspected AI-related incidents to the appropriate administrator. The LCPS will investigate and take immediate containment steps as appropriate, which may include suspending tool access, disabling integrations, preserving relevant logs and evidence, engaging the vendor for incident response information, and/or holding the individual responsible for violating this policy.

Where required by law, LCPS will provide notifications in compliance with applicable California breach notification laws.

l. Policy Review and Updates

The CEO or designee, with input, shall regularly review and update procedures to enhance the safety and security of students using AI and to help ensure that LCPS adapts to changing technologies and circumstances.