

2291 (EHAG) Use of Generative Artificial Intelligence 2291 (EHAG)

A. Purpose and General Policy Statement

The Milford School Board is committed to fostering a safe, respectful, and ethical digital learning environment for all students and staff. The Board also recognizes the potential that Generative Artificial Intelligence (Generative AI) offers in enhancing educational opportunities, streamlining operations, and preparing students for a future that demands adaptability, critical thinking, and digital literacy. When incorporated and used in a responsible and ethical manner, Generative AI can support dynamic education and working experiences.

The ultimate goal of this policy is to support learning, creativity, and innovation, all the while safeguarding student and employee data, academic integrity, and digital citizenship. The policy establishes the general guidelines for the responsible, ethical, and equitable selection and use of Generative AI in the District's educational and working environments, and directs the Superintendent to create and maintain a Plan for the Responsible Use of Generative AI.

The Board directs that the use of Generative AI in the educational and working environments shall be limited, as provided in this policy, to approved Generative AI tools or resources and approved purposes.

B. Definitions

"Artificial Intelligence (AI)" – means technology designed to mimic human intelligence and perform tasks requiring human-like intelligence, such as reasoning, learning, and decision-making, including analyzing data, recognizing patterns, and making decisions.

"Generative Artificial Intelligence (Generative AI)" – is an advanced subset of AI that is capable of displaying human-like capabilities for cognitive tasks such as reasoning, learning, planning, and creativity. Generative AI tools and resources may adapt their behavior to a certain degree by analyzing the effects of previous actions and operating under varying and unpredictable circumstances without significant human oversight. As such, Generative AI tools and resources have the capacity to generate new content from learned data and pattern recognition across various media such as text, code, images, audio, and video data.

"Non-generative Artificial Intelligence" means AI technology or applications which can analyze, classify, or make decisions based on existing data, but, unlike Generative AI, is

unable to create new content.

"AI Literacy" means the ability to understand, use, and interact with AI systems effectively, efficiently, and responsibly.

"AI-generated content" refers to any text, image, audio, video, or code that is created in whole or in part by a Generative AI tool rather than being directly authored by a human.

"Generative AI tool" means a software application or platform that uses generative AI to create new content (e.g., text, images, music). The user interacts directly with the Generative AI tool (e.g., ChatGPT, Google Gemini, Microsoft Copilot) to generate content based on prompts or inputs.

"Generative AI resource" means any material, guide, or support content that helps users understand, use, or teach about Generative AI tools. A Generative AI resource supports learning about or how to use generative AI tools (e.g., lesson plans on AI ethics, tutorials on using Generative AI, policy documents, videos, etc.), rather than generating content itself.

"Deepfake" means a video, audio, or any other media of a person in which their face, body, or voice has been digitally altered so that they appear to be someone else, they appear to be saying something that they have never said or to manipulate the actual statement to suggest a meaning that the original statement did not convey, or they appear to be doing something that they have never done. Deepfake media manipulation may violate state law (RSA 638:26-a, Fraudulent Use of Deepfakes and RSA 649-A:3a-3c, Child Sexual Abuse Images).

C. Approval of Generative AI Tools and Resources

No Generative AI tool may be introduced into the District's computer and network systems without prior written approval from the Superintendent or designee. Prior to such approval, the Superintendent or designee will ensure that a Generative AI tool is:

1. reviewed by personnel appropriate to the anticipated use of that Generative AI tool (e.g., Curriculum Coordinator, IT Director, Business Administrator), and
2. vetted and approved according to the provisions of Board policy 2294 (EHAB), the District's Data Governance and Privacy Plan, and included in the District's Student Data Privacy Agreement Database, and on the approved list of AI tools.

When selecting and approving Generative AI tools and resources, the District will use the following as guiding principles:

- Students and educators remain at the center of education;
- Evidence-based AI technology can and should enhance the educational experience;
- The District has a responsibility to ensure equitable access to and use of AI tools;
- The District has a responsibility to protect student and employee data, and other confidential information (e.g., through using a "privacy-preserving AI interface" or "sandboxed AI deployment" rather than AI tools that are only "open-source");
- The Board has a responsibility to use District resources efficiently; and
- Effective, responsible, and ethical use of Generative AI requires ongoing and meaningful training for students, educators, and administrative personnel.

The District's technology protection measures, including content filters, shall be enforced during use of Generative AI tools or resources on District computers/devices and network resources.

The availability of access to Generative AI tools and resources provided to students and staff does not imply endorsement by the School Board or the District of a Generative AI tool or resource, nor does the District guarantee the accuracy of the information received from Generative AI tools or resources. The District shall not be responsible for any information that may be lost, damaged, or unavailable when using a Generative AI tool or resource. The District shall not be responsible for the dissemination, replication, or alteration of information or data input by any student or staff into any Generative AI tool or resource. Nothing in this policy is intended to limit the District's obligations under applicable law or regulations.

The District shall not be responsible for any unauthorized charges or fees resulting from access or use of Generative AI tools or resources.

D. Guidelines for Teachers

1. Teachers may only use generative AI tools that have been formally approved by the District.

2. Teachers shall clearly communicate to students when and how AI tools are being used.
3. Teachers shall ensure AI-generated content is age-appropriate and aligned with curriculum standards.
4. Teachers shall avoid using AI to replace core instructional responsibilities unless explicitly approved.
5. Teachers shall supervise student use and provide guidance on the ethical and responsible use of AI tools.
6. Teachers shall participate in training on AI literacy and responsible classroom integration.

E. Guidelines for Administrator Use of Generative AI

1. Ensure staff compliance with this policy.
2. Support the review and approval process.
3. Monitor the impact of AI tools on teaching and learning.
4. Inform parents and guardians about the use of generative AI in classrooms.
5. Ensure compliance with District data governance policies and applicable laws.

F. Guidelines for Student Use of Generative AI

1. Students may only use generative AI tools that have been reviewed and approved by the school or District.
2. Students' use must be directly tied to instructional goals.
3. Students must use AI tools ethically and honestly.
4. Students must clearly label or cite AI-generated content in assignments.
5. Students must follow teacher instructions regarding AI use.

6. Students should not input personal or sensitive information into AI tools unless authorized.

G. Examples of Acceptable Uses of Generative AI

1. Students:
 - a. Brainstorming ideas for essays or projects.
 - b. Practicing writing or coding with AI feedback.
 - c. Exploring creative expression through AI-generated art or stories.
 - d. Using AI to summarize reading passages or generate quiz questions.
 - e. Enhancing accessibility (e.g., text-to-speech or language translation).
2. Teachers.
 - a. Lesson planning, activities, or differentiated instructional strategies.
 - b. Assessment creation (quiz questions, writing prompts, or rubrics aligned with learning objectives).
 - c. Language support.
3. Administrators.
 - a. Drafting communications.
 - b. Policy summaries and/or creation of policy-aligned administrative regulations, procedures, or forms.
 - c. Strategic planning.
 - d. Professional development and training.

H. Prohibited Uses of Generative AI

1. Using AI to complete assignments or work tasks without permission.
2. Submitting AI-generated work without proper attribution.
3. Generating or sharing inappropriate, violent, or discriminatory content.
4. Creating or spreading deepfakes or impersonations.
5. Using AI for cyberbullying or harassment.
6. Fabricating news, data, or sources.

7. Uploading or inputting any personal data or confidential information that is not solely owned by the person uploading/inputting.
8. Circumventing school filters or accessing restricted content.
9. Any other use that violates state or federal laws or regulations, Board policies, or any District, school, or teacher rules, regulations, or procedures.

I. Consequences for Violations of Improper Use

Violations of this policy can result in:

1. Revocation of access to AI tools,
2. Disciplinary action in accordance with the Student or Staff Code of Conduct,
3. Notification to parents/guardians (for student violations), and/or
4. Reporting to appropriate authorities if laws are violated.

J. Creation, Review, and Maintenance of District Generative AI Use Plan

The Superintendent shall develop and maintain a Generative AI Use Plan that operationalizes this policy and provides clear guidance for implementation across the District. The Plan shall address and include:

1. Procedures for ongoing review and approval of current and new Generative AI tools and resources;
2. Specific acceptable use provisions for teachers, students, and administrative personnel, age-appropriate when necessary;
3. Identification of methods of ensuring equitable access to Generative AI tools and resources;
4. Provisions for improved and ongoing training in the responsible use of Generative AI;
5. Dissemination of information regarding the use of Generative AI in the District to students, parents, teachers, and other appropriate groups;

6. Integration of Generative AI information or provisions into the District's Acceptable Use policies and agreements; and/or
7. Provisions for obtaining stakeholder input (e.g., administrative committee(s), parent surveys/engagement, etc.).

The Superintendent, in consultation with appropriate personnel (such as curriculum and building administrators, IT personnel, and teacher representatives), shall review the District Use of Generative AI Plan annually. The current Plan, and any recommendations for policy changes or required resources, shall be reported to the Board prior to the start of each school year.

NH Statutes

RSA 189:65, Student and Teacher Information Protection and Privacy - Definitions

RSA 189:66, Student and Teacher Information Protection and Privacy - Data Inventory and Policies Publication

RSA 189:67, Student and Teacher Information Protection and Privacy - Limits on Disclosure of Information

RSA 189:68, Student and Teacher Information Protection and Privacy - Student Privacy

RSA 189:68-a, Student and Teacher Information Protection and Privacy - Student Online Personal Information

RSA 638:26-a, Identity Fraud - Fraudulent Use of Deepfakes

RSA 649-A, Child Sexual Abuse Images

Federal Statutes

15 U.S.C §§ 6501-6506 - Children's Online Privacy Protection Act (COPPA)

20 U.S.C. § 1232h - Protection of Pupil Rights Amendment (PPRA)

20 U.S.C. § 1400-1417 - Individuals with Disabilities Education Act (IDEA)

20 U.S.C. §1232g - Family Educational Rights and Privacy Act (FERPA)

Adopted: 5/2026