SALT LAKE ARTS ACADEMY ARTIFICIAL INTELLIGENCE POLICY

Approved by Governing Board: Sept. 2026

I. PURPOSE

Salt Lake Arts Academy recognizes that Artificial Intelligence (AI) technologies are rapidly transforming education, the workforce, and society. This policy establishes expectations for the ethical, responsible, and instructional use of AI to support student learning, staff effectiveness, and school operations while maintaining academic integrity and student safety.

II. DEFINITIONS

II.A. Scope

This policy applies to:

a. All students
b. All faculty and staff
c. Administrators
d. Contractors and third-party vendors using AI tools on behalf of the school

This policy applies to school-issued devices and networks, as well as personal devices when used for school-related purposes or activities.

II.B. Definition of Artificial Intelligence

Artificial Intelligence (AI) refers to computer-based systems or tools that perform tasks typically requiring human intelligence, including but not limited to:

a. Generating text, images, audio, or code
b. Analyzing data and identifying patterns
c. Providing recommendations, predictions, or feedback
d. Supporting decision-making or automation of tasks

Examples include generative AI tools (chatbots), adaptive learning platforms, automated feedback systems, and content generation tools.

III. POLICY STANDARDS, PROCEDURES & GOVERNANCE

III.A. Guiding Principles

Salt Lake Arts Academy adopts the following guiding principles for AI use:

Educational Purpose First
AI must support learning goals and instructional outcomes, not replace authentic student learning.

Academic Integrity
Student work must reflect original thinking, understanding, and effort unless explicitly directed otherwise by the teacher.

Transparency
AI use must be disclosed when required by assignment directions or teacher expectations.

Equity & Access
AI tools should be used in ways that do not create unfair advantages or inequities among students.

Privacy & Safety
Student and staff data must be protected in compliance with applicable laws, including FERPA and state privacy requirements.

Human Oversight
All AI-generated output must be critically reviewed by students and staff for accuracy, bias, and appropriateness.

III.B. Student Use of AI

Permitted Uses (only when explicitly allowed by the teacher):

a. Brainstorming ideas or topics
b. Receiving tutoring, explanations, or step-by-step support
c. Improving writing (grammar, clarity, organization) when revision is the learning goal
d. Supporting research as a starting point (not as a sole source of information)
e. Other instructional uses as determined appropriate by the teacher

Students may NOT:

a. Submit AI-generated work as their own without teacher permission
b. Use AI to cheat on assignments, quizzes, tests, or performance tasks
c. Enter personal, confidential, or sensitive information into AI tools
d. Use AI to generate harmful, inappropriate, biased, or discriminatory content
e. Rely on AI as the sole author or source for assigned academic work

III.C. Academic Integrity

Violations involving AI use will be addressed under existing academic integrity policies and may include:

a. Plagiarism
b. Cheating
c. Misrepresentation of student work

Consequences will follow established school discipline procedures and may include re-doing assignments, loss of credit, parent notification, or additional interventions as appropriate.

III.D. Staff Use of AI

Staff may use AI to support professional responsibilities, including:

a. Lesson planning and instructional design
b. Creation of classroom materials and assessments
c. Differentiation and modification of instruction
d. Administrative tasks and communication drafting

Staff must NOT:

a. Input personally identifiable student information into non-approved AI tools
b. Rely solely on AI for grading, evaluation, or instructional decisions
c. Use AI to generate formal student evaluations, discipline decisions, or official school documentation without human review and professional judgment
d. Use AI in ways that violate student privacy or district/school data policies

III.E. Data Privacy & Security

No personally identifiable student information (PII) may be entered into AI systems unless:

a. The tool has been reviewed and approved by the school or authorized district/school leadership, and
b. A data privacy agreement or equivalent safeguard is in place

Staff and students must take care to avoid entering names, IDs, behavioral records, medical information, or other sensitive data into unsecured AI platforms.

III.F. Approved and Restricted Tools

The school may:

a. Maintain a list of approved AI tools for instructional and operational use
b. Restrict, filter, or block AI tools that do not meet privacy, safety, or educational standards
c. Update approved tools as technology and guidance evolve

Use of unapproved AI tools for instructional or student data-related purposes is discouraged and may be prohibited depending on risk level.

III.G. Disclaimer

AI tools may produce inaccurate, incomplete, biased, or outdated information. Users are responsible for critically evaluating AI outputs, verifying accuracy, and applying professional or academic judgment before use. AI is a support tool and does not replace teacher expertise, student thinking, or professional decision-making.