



Policy Number 815.1
Title Use of Generative Artificial Intelligence in Education
Version v2 · 8/4/2026

Use of Generative Artificial Intelligence in Education

Purpose

The district 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 a dynamic working and learning experience.

This policy addresses guidelines for the proper management and responsible use of Generative AI in the district's educational environment.

Authority

The Board directs that the use of Generative AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), as well as Board policies related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and staff and student expression.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)

The availability of access to Generative AI tools and resources by students and staff does not imply endorsement by the district of the 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. Therefore, users remain responsible to verify content and are hereby forewarned that Generative AI outputs may be inaccurate.

It is the prerogative and responsibility of the district to employ active-agent automation to detect unauthorized, unlawful, inappropriate, unapproved use of any AI tool or product.

All teachers, administrators, and staff are required to adhere strictly to the regulations outlined in the Family Educational Rights and Privacy Act (FERPA) when utilizing any AI resources.

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.

Definitions

AI literacy – the ability to understand, use and interact with AI systems effectively, efficiently and responsibly.

Artificial Intelligence (AI) – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns and making decisions.

Generative Artificial Intelligence (Generative AI) –

Generative Artificial Intelligence (GenAI): Any software, service, or embedded feature that generates or rewrites content—such as text, images, audio, video, code, translations, summaries, or answers—using a trained machine-learning model in response to prompts or other inputs, rather than solely retrieving or displaying existing information.

GenAI includes, but is not limited to, tools used for:

- answering questions or drafting text;
- summarizing or rewriting;
- creating images/audio/video;
- generating or debugging code;
- chat-based tutoring or feedback;
- translation and style conversion.

GenAI does not include routine automation that does not generate new content (e.g., spellcheck/autocorrect, basic search, calculators, or rule-based filters), unless those features generate new text/content beyond simple corrections.

Open-source AI – AI tools and resources that are built on publicly accessible platforms and use and share data among all users who access the platform, both within and outside of the district.

Data Privacy Agreement (DPA) – A legal contract between two or more parties that explains how personal data is collected, used, stored, shared, and protected.

Education Record – (for FERPA)-Any record that is directly related to a student and maintained by a school or someone acting on behalf of the school.

Educational Environment – School, classroom, district-owned and/or operated resources and equipment.

Educational Purposes – Connected to the Board -approved curriculum

Personally Identifiable Information (PII) means information about a person that contains some unique identifier, including but not limited to name or Social Security Number, from which the identity of the person can be determined. In OMB Circular M-06-19, the term "Personally Identifiable Information" is defined as any information about an individual maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, Social Security Number, date and place of birth, mother's maiden name, biometric records, including any other personal information which can be linked to an individual. 41 CFR Part 105-64

Delegation of Responsibility

The district shall make every effort to ensure that Generative AI tools and resources are used responsibly by students and staff. The effective integration of Generative AI into education requires a collaborative effort between administration, teachers, staff, students and families.

The district shall inform staff, students, parents/guardians and other users about this policy by posting on the district website and by other efficient methods.

Generative AI tools and resources used in district schools and programs shall be evaluated and authorized on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards and data security by the following individuals: [\[8\]](#) [\[9\]](#) [\[10\]](#) [\[27\]](#) [\[28\]](#)

1. { } Superintendent.
2. { } Building principals.
3. { } Solicitor.
4. {X } Director of Information Technology.
5. { } Director of Curriculum and Instruction.

6. { } School librarian.

7. { } _____ Other.

The Board directs that only district-authorized Generative AI tools and resources may be used on district computers and in district schools and programs. Staff shall consult the district's list of authorized Generative AI tools and resources prior to implementation in the educational environment. Unauthorized Generative AI tools and resources may not adhere to required data privacy, monitoring and security standards.^[3]^[25] ^[27]

The Superintendent or designee shall be responsible for developing procedures to address student safety measures and to determine whether Generative AI tools and resources are being used for purposes prohibited by law, Board policy or for accessing sexually explicit materials.^[2]^[25] ^[29]^[30]^[31]^[32]^[33]

The district solicitor, in coordination with the Director of Information Technology, shall evaluate new and existing vendor contracts, collective bargaining agreements and related agreements for impacts related to district use of Generative AI. ^[34] ^[35]

Guidelines

AI Literacy

Staff –

The district shall provide staff with professional development opportunities addressing the effective and safe integration of Generative AI to enhance teaching and learning. Professional development opportunities may include, but not be limited to:

1. Ethical use of Generative AI.
2. The capabilities and limitations of Generative AI.
3. Critical analysis of content produced by Generative AI.
4. How to monitor and evaluate student inputs into Generative AI systems.
5. The parameters established by the district for integrating Generative AI tools into classroom instructional design.

6. _____ Other.

{X } Beyond formal professional development opportunities, the district encourages staff to explore Generative AI to discover lesson plan ideas, create templates or assessments and to generate ideas for the personalization of student learning. Generative AI tools and resources shall be used in accordance with applicable laws, regulations and this Board policy.

Students –

Students will receive age-appropriate instruction on the proper use of AI tools, encompassing fundamental principles such as the necessity of proper human supervision, critical thinking, and skepticism regarding accuracy. Such instruction should aim to empower students with the knowledge and skills needed to navigate the increasingly prevalent presence of AI technologies in their academic and personal lives. By fostering responsible and informed use, expectations students will be better equipped to navigate AI tools effectively while understanding their limitations and ethical implications.

The district shall provide training for students, which may include, but not be limited to:

1. AI Literacy
2. Establishment of expectations regarding the ethical use of Generative AI.
3. The capabilities and limitations of Generative AI.
4. Critical analysis of content produced by Generative AI.
5. How to disclose use and cite Generative AI resources.
6. The importance of not disclosing personally identifiable information when using an open-source Generative AI tool or resource.
7. The Dover Area School District Generative AI Handbook

Ethical Considerations

The district shall prioritize the educational value in the use of Generative AI tools and resources and will take measures to mitigate associated risks. The district shall only authorize Generative AI systems and platforms appropriately equipped for preventing breach of personally identifiable information and addressing the district's prohibitions against discrimination, harassment, bullying, bias and access to sexually explicit materials, or those which are harmful to minors or prohibited by Board policy. [\[8\]](#) [\[9\]](#) [\[10\]](#) [\[20\]](#) [\[25\]](#)

The district's technology protection measures shall be enforced during use of Generative AI on district computers and network resources. [25]

The district shall determine and provide additional training, when needed, and address accessibility needs to provide equitable access to Generative AI tools and resources for students and staff including, but not limited to, individuals with disabilities and English Learner students. [8] [9] [10] [11] [36]

The district prohibits the use of Generative AI in making decisions regarding employee recruitment, hiring, retention, promotion, transfer, evaluation, demotion or dismissal. [10]

The district prohibits the use of Generative AI in making final determinations on student assessments and evaluations. [8] [9] [11] [14] [37] [38]

Academic Integrity –

Any and all use of Generative AI by students is strictly prohibited unless specifically authorized by the teacher. The use of Generative AI by students to complete assignments or assessments shall only be allowed to the extent stated and outlined by the teacher for the individual assignment or course. . In order to accomplish this, all assignments and assessments, unless otherwise stated in advance by the teacher, is a Level 0.

{X } Teachers shall outline use of Generative AI tools and resources in their required lesson plans. [39]

Teachers shall use the following scale for guidance:

- **Level 0- AI Free - AI may not be used at any time or in any way during this assignment. Students must demonstrate their own core skills and Knowledge**
- **Level 1- AI Planning- AI may be used for planning, idea development and research. The final submission should show how the student developed and refined the ideas. No AI-generated content should be submitted in the final product.**
- **Level 2- AI Collaboration- AI may be used to assist with specific elements of assignments, such as drafting, text refining, and evaluating the work. The student must critically evaluate and modify any AI-generated content used to reflect the student's own understanding, voice, and style.**
- **Level 3 - Task-Based AI -AI is used to complete certain tasks or parts of a project with human oversight and evaluation of all AI-generated content. Students must disclose how AI was used.**

- **Level 4 - Full AI Use - AI may be used extensively throughout the assignment unless specific use cases are directed by the teacher. The focus is on directing AI to achieve the student's goals while also demonstrating critical thinking and evaluating all AI-generated outputs for accuracy and fairness.**
- **Level 5 - AI Exploration- AI may be used freely and creatively to enhance problem-solving, generate new insights, or develop innovative solutions to solve problems. The student is responsible for providing human oversight and evaluation of all AI-generated content.**

Students must disclose how AI was used.

Students and staff shall receive training and be expected to appropriately cite original sources for quotations, facts, information, statistics, dates or the paraphrased statements of others. A Generative AI resource shall be cited when the system's generated content is quoted, paraphrased or otherwise used in the student's work. Lack of citation to AI generated work improperly implies that the work is entirely that of the student. [\[16\]](#)

The Board permits the use of AI detection tools as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of academic integrity. No Generative AI tools or outputs shall be used as the sole basis for grading, discipline, special education determinations, threat assessment, or eligibility decisions.

Copyright –

Individuals using Generative AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials. [\[4\]](#) [\[24\]](#)

AI-Generated Content Verification -

Individuals using Generative AI tools and resources have a responsibility to apply proper oversight and evaluation of generated information. Generative AI tools shall not be the sole determining factor used to make decisions related to student learning, assessment, academic integrity or conduct. Staff and students should critically evaluate content produced by Generative AI for potential biases or inaccuracies and understand the importance of cross-referencing with trusted resources.

Evaluation and Monitoring of Generative AI

Administrators, network supervisors and teaching staff shall establish processes for ongoing evaluation and monitoring of Generative AI tools and resources used within the district and on district computers and network resources, including periodic assessments of the impact on student learning.

Issues identified during the evaluation and monitoring process shall be reported to the

{ } Superintendent.

{ } Building principal.

{X } Director of Information Technology.

{ } Director of Curriculum and Instruction.

{ } _____ Other.

Consequences for Inappropriate Use

Failure to comply with this policy or district rules regarding appropriate use of Generative AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities. [\[12\]](#) [\[16\]](#) [\[21\]](#) [\[25\]](#) [\[40\]](#)

Students and staff must immediately report any violations or suspicious activity to the building principal or designee.

Users of Generative AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts. [\[25\]](#) [\[41\]](#)

Illegal use of Generative AI; intentional modification without permission or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline. [\[12\]](#) [\[16\]](#) [\[25\]](#) [\[40\]](#)

AI use in Operations

The Superintendent shall establish protocols to verify the accuracy and reliability of the output from AI tools prior to the use of such tools for budgeting, payroll, financial or population forecasting, HR analytics, and similar operational tasks.

Once the aforementioned protocols are established, only district-authorized AI tools may be utilized to support HR processes. AI-generated outputs must not serve as the sole or primary basis for decisions or evaluations impacting district employees, contractors, or service providers. To uphold fairness, consistency, nondiscriminatory practices, and compliance with applicable labor laws, final determinations regarding employee evaluations, promotions, discipline, hiring, termination, or demotion must be substantiated by documentation evidencing human decision-making.

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Footnotes

- [1] 24 P.S. 4601
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Legal Reference

[View source](#)
- [2] 47 U.S.C. 254
uscode.house.gov
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Legal Reference

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- [3] 47 U.S.C. 254
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- [4] 17 U.S.C. 101
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- [5] 20 U.S.C. 1232g
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- [6] 20 U.S.C. 1400
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[7] **42 U.S.C. 12101**
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[8] **Pol. 103**
Policy Reference [Open policy](#) 

[9] **Pol. 103.1**
Policy Reference [Open policy](#) 

[10] **Pol. 104**
Policy Reference [Open policy](#) 

[11] **Pol. 113**
Policy Reference [Open policy](#) 

[12] **Pol. 113.1**
Policy Reference [Open policy](#) 

[13] **Pol. 113.4**
Policy Reference [Open policy](#) 

[14] **Pol. 114**
Policy Reference [Open policy](#) 

[15] **Pol. 216**
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[16] **Pol. 218**
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[17] **Pol. 220**
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[18] **Pol. 237**
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[19] **Pol. 247**
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[20] **Pol. 249**
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[21] **Pol. 317**
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[22] **Pol. 320**
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[23] **Pol. 324**
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[24] **Pol. 814**
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[25] **Pol. 815**
Policy Reference [Open policy](#) 

[26] **Pol. 830**
Policy Reference [Open policy](#) 

[27] **Pol. 830.1**
Policy Reference [Open policy](#) 

[28] **Pol. 105**
Policy Reference [Open policy](#) 

[29] **18 Pa. C.S.A. 5903**
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[30] **18 Pa. C.S.A. 6312**
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[31] **18 U.S.C. 2256**
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[32] **20 U.S.C. 7131**
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[33] 47 CFR 54.520
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[34] Pol. 308
Policy Reference

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[35] Pol. 818
Policy Reference

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[36] Pol. 138
Policy Reference

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[37] Pol. 113.3
Policy Reference

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[38] Pol. 127
Policy Reference

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[39] Pol. 111
Policy Reference

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[40] Pol. 233
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[41] Pol. 233
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[42] 24 P.S. 4604

Legal References

CITED REFERENCES

[2] 24 P.S. 4601

[3] 47 U.S.C. 254

[4] 15 U.S.C. 6501

[5] 17 U.S.C. 101

[6] 20 U.S.C. 1232g

[7] 20 U.S.C. 1400

[8] 42 U.S.C. 12101

[9] Pol. 103

[10] Pol. 103.1

- [11] Pol. 104
- [12] Pol. 113
- [13] Pol. 113.1
- [14] Pol. 113.4
- [15] Pol. 114
- [16] Pol. 216
- [17] Pol. 218
- [18] Pol. 220
- [19] Pol. 237
- [20] Pol. 247
- [21] Pol. 249
- [22] Pol. 317
- [23] Pol. 320
- [24] Pol. 324
- [25] Pol. 814
- [26] Pol. 815
- [27] Pol. 830
- [28] Pol. 830.1
- [29] Pol. 105
- [30] 18 Pa. C.S.A. 5903
- [31] 18 Pa. C.S.A. 6312
- [32] 18 U.S.C. 2256
- [33] 20 U.S.C. 7131
- [34] 47 C.F.R. 54.520
- [35] Pol. 308
- [36] Pol. 818
- [37] Pol. 138
- [38] Pol. 113.3
- [39] Pol. 127
- [40] Pol. 111
- [41] Pol. 233
- [42] 24 P.S. 4604

ADDITIONAL REFERENCES