RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE FILE: IJND

Purpose

The purpose of this policy is to establish a framework and expectations for the responsible adoption, use, evaluation, and governance of artificial intelligence across ACPS. It applies to all artificial intelligence tools that interact with ACPS students, staff, or data, regardless of how those tools are accessed or provided, and to all students, employees, contractors, vendors, and volunteers who use such tools. This policy directs the Superintendent to establish administrative regulations that implement these expectations in instruction, assessment, professional learning, procurement, data governance, and operations.

Definitions

AI Literacy: The knowledge and skills needed to understand how artificial intelligence systems work, evaluate their outputs for accuracy and bias, recognize appropriate and inappropriate uses, and apply ethical judgment when using these systems.

Artificial Intelligence (AI): Computer systems capable of performing tasks that typically require human intelligence, such as understanding natural language, recognizing patterns, and generating content. This includes, but is not limited to, generative AI models, chatbots, and machine learning algorithms.

Generative AI: Artificial intelligence systems capable of generating text, images, audio, video, code, or other content based on patterns learned from training data.

Personally Identifiable Information (PII): Information that, alone or in combination, can be used to identify a specific student or employee, as defined under applicable federal and Maryland law.

Operational AI: The use of artificial intelligence to execute automated business actions and decisions directly inside live daily workflows rather than just generating text, answers, or static dashboards.

Policy Statement

The Allegany County Board of Education (Board) recognizes that artificial intelligence is increasingly embedded in the tools used for teaching, learning, and school system operations. Used responsibly, artificial intelligence can personalize learning, support educators, strengthen operations, and help students develop skills needed for a changing economy. Used without adequate safeguards, it can introduce risks related to privacy, bias, equity, academic integrity, and over-reliance on automated systems.

It is the policy of the Board that artificial intelligence be used only in ways that enhance, and never replace the professional judgment of educators, counselors, and school leaders. Human relationships, professional expertise, and student wellbeing remain central to the work of the school system. All artificial intelligence used by Allegany County Public Schools (ACPS) must serve clear educational or operational purposes, protect the rights and safety of students and staff, and comply with all applicable federal and Maryland law.

This policy aligns with the Maryland State Department of Education (MSDE) Maryland K-12 Artificial Intelligence Guidance and supports the ACPS strategic plan and instructional priorities. The Board treats this policy as a living document, subject to regular review and revision as technology, evidence, and law evolve.

Policy Standards

A. Human-Centered Use and Oversight

Artificial intelligence shall support, not replace, professional educators and staff. Any artificial intelligence output used in a consequential decision affecting a student or employee shall be subject to documented human oversight. Employees retain the authority and responsibility to interpret, contextualize, override, or reject artificial intelligence recommendations.

B. Permitted and Prohibited Uses

Artificial intelligence tools may be used only for approved educational and operational purposes consistent with this policy and its administrative regulations. The following uses are prohibited:

1. Entering personally identifiable student or employee information into generative artificial intelligence tools that are not approved and contractually protected by ACPS.
2. Using artificial intelligence to make a final consequential decision about a student or employee without human review;
3. Collecting biometric, behavioral, or location data through artificial intelligence systems unless legally required, educationally justified, and approved by ACPS;
4. Using artificial intelligence in any manner that violates ACPS policies, the student or employee codes of conduct, or applicable law.

C. Data Privacy and Security

All artificial intelligence use shall comply with applicable privacy and data protection laws, including the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), the Protection of Pupil Rights Amendment (PPRA), and the Maryland Student Data Privacy Act. ACPS shall minimize the data shared with artificial intelligence systems, maintain strong cybersecurity protections, and require human oversight of artificial intelligence systems that process student or employee data.

Categories that are strictly prohibited are:

- **Student Information**: Personally Identifiable Information (PII), student photos/images, academic records, grades, behavior logs, or sensitive student data.
- **Staff Information:** HR records, performance evaluations, personal contact details, or employment credentials.
- **Protected Health Information (PHI**): Medical histories, health records, psychological or counseling evaluations, disability accommodations, or health insurance details.
- **Business Information:** Institutional financial records, propriety operational data, internal strategic plans, or legal documents.

D. Equity, Access, and Nondiscrimination

Artificial intelligence shall be used to expand, not restrict, equitable access to high-quality learning. All artificial intelligence use shall comply with federal and state civil rights laws, including Title VI, Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the Individuals with Disabilities Education Act (IDEA). Artificial intelligence may support accessibility but shall not replace legally required evaluations, services, accommodations, or language access. ACPS shall monitor artificial intelligence tools for biased or inequitable outcomes and take corrective action where disparities emerge.

E. Academic Integrity and Assessment

ACPS shall establish clear expectations defining when artificial intelligence use is permitted, when unaided work is required, and how artificial intelligence assistance must be acknowledged. Assessment practices shall emphasize reasoning, analysis, and evidence of student thinking. Consistent with state guidance, ACPS shall not rely on artificial intelligence detection tools as the primary means of enforcing academic integrity, given their documented unreliability.

F. AI Literacy and Curriculum

ACPS shall provide developmentally appropriate artificial intelligence literacy instruction aligned with Maryland's Digital Literacy and Computer Science standards. Instruction shall be integrated across disciplines and grade levels and shall help students understand how artificial intelligence systems function, evaluate outputs for accuracy and bias, and use these tools ethically.

G. Professional Learning

ACPS shall provide role-specific professional learning so that educators, administrators, specialists, and support staff can use artificial intelligence safely, ethically, and effectively. Professional learning shall emphasize critical evaluation of artificial intelligence outputs, protection of student data, and recognition of when artificial intelligence use is inappropriate.

H. Operational and Administrative Uses

Artificial intelligence used in school system operations shall be treated as a higher-risk use requiring caution, transparency, and continuous human oversight. Operational artificial intelligence systems that affect student opportunities shall be evaluated for bias before adoption and monitored over time.

I. Procurement and Vendor Governance

Artificial intelligence tools shall be vetted before adoption for educational value, data practices, accessibility, and legal compliance. Vendor contracts shall limit data use, retention, and deletion; prohibit advertising, profiling, and unrelated model training; require disclosure of data practices; and ensure compliance with breach notification laws. Approval of an artificial intelligence tool is an ongoing process, not a one-time decision.

J. Transparency and Communication

ACPS shall communicate clearly with students, families, and staff about what artificial intelligence tools are used using accessible and culturally and linguistically responsive formats.

Implementation and Responsibilities

1. The Board directs the Superintendent to develop, maintain, and periodically review administrative regulations necessary to implement this policy.
2. The Superintendent shall designate a cross-functional team, including instructional, technology, legal, special education, multilingual learner, equity, and operational leadership, to guide artificial intelligence planning and oversight.
3. The Superintendent shall designate a central-office, Artificial Intelligence Coordinator to serve as a liaison between ACPS and the Maryland State Department of Education to coordinate implementation of this policy and applicable State guidance.
4. The Superintendent shall establish procedures for vetting and approving artificial intelligence tools, monitoring their use for bias and unintended effects, and addressing errors or harm.
5. In evaluating and selecting artificial intelligence tools, ACPS shall use the rubric and evaluative tools published by the Maryland State Department of Education, as required by applicable law, and shall procure artificial intelligence tools in accordance with applicable procurement and information-security requirements.
6. The Superintendent shall report to the Board periodically on the implementation of this policy, including equity impacts and emerging risks.

References

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g
Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §6501 et seq.
Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794
Americans with Disabilities Act (ADA), 42 U.S.C. §12101 et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681
Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)
Maryland Student Data Privacy Act, Md. Code Ann., Educ. §4-131
Code of Maryland Regulations (COMAR), Title 13A

State Guidance

Maryland State Department of Education, Maryland K-12 Artificial Intelligence Guidance.
Maryland State Department of Education, Local Action Planning Guide for AI Implementation.

Legal Reference	Policy History	Adopted	Reviewed	Revised
The Artificial Intelligence (AI) Ready Schools Act - Md. Code, Education § 7-2201, *et seq.*				October 13, 2026, 1st Reading November 10, 2026, 2nd Reading