
ARTIFICIAL INTELLIGENCE POLICY: INSTRUCTIONAL USE

Sage Oak Charter Schools ("SOCS" or the "Charter School") adopts this policy to guide the responsible use of artificial intelligence (AI) in instructional settings. It applies to students, teachers, and other staff involved in the delivery or support of instruction, and to contractors and vendors who provide AI-enabled instructional tools or services to SOCS.

SOCS recognizes that AI has significant potential to enhance student learning, personalize instruction, and expand educational opportunity. Realizing that potential requires thoughtful governance, clear expectations for all members of the school community, and a commitment to equity, privacy, and academic integrity.

This policy governs instructional and student-facing AI use only. Non-instructional and staff operational AI use is governed by 3160-SO, Artificial Intelligence Policy.

DEFINITION

Artificial Intelligence ("AI") refers to an engineered or machine-based system that varies in its level of autonomy and that can, for explicit or implicit objectives, infer from the input it receives how to generate outputs that can influence physical or virtual environments. This includes generative AI models, adaptive learning platforms, intelligent tutoring systems, automated content tools, and related services or integrations across platforms, devices, and systems used in instructional contexts. (California Education Code Section 33328.5)

TEACHER RESPONSIBILITIES

Teachers play a central role in ensuring AI is used responsibly and effectively. Teachers are responsible for:

- a. Using only AI tools that have been approved through the SOCS technology governance process;
- b. Setting clear expectations regarding whether and how AI may be used, and communicating those expectations to students;
- c. Guiding student use of AI tools to ensure alignment with learning goals and SOCS policy;
- d. When using AI, model transparent and responsible AI use;
- e. Reviewing all AI-generated instructional content for accuracy, bias, and appropriateness before use with students; and
- f. Maintaining professional judgment as the primary driver of instructional decisions. AI outputs are tools to support teaching, not substitutes for educator expertise.

STUDENT USE

Students using AI tools in connection with SOCS instruction are expected to:

- a. Use only AI tools that have been approved and authorized by their teacher for a specific assignment or activity;
- b. Follow teacher instructions about whether AI may be used and to what extent;

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- c. Cite AI use as they would any other source when it has contributed to their work, in accordance with teacher expectations;
- d. Verify the factual accuracy of AI-generated content before relying on it.;
- e. Refrain from entering their own or others' personally identifiable information into any AI tool without explicit teacher authorization; and
- f. Refrain from adjusting privacy settings on any AI tool unless directed to do so by a teacher or staff member.

The following student uses of AI are prohibited:

- g. Submitting AI-generated content as original student work without required disclosure or citation;
- h. Using AI tools during tests, exams, or assessments unless explicitly authorized by the teacher;
- i. Using AI to generate content that is harmful, deceptive, threatening, obscene, or discriminatory based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs;
- j. Using AI to impersonate another student, teacher, or staff member, including through deepfake audio, video, or written content; and
- k. Using AI to harass, bully, or harm any member of the school community.
- l. Using AI to share confidential information or personally identifiable information with the AI system of another student, staff member, or other person.

APPROVED INSTRUCTIONAL AI TOOLS

Teachers and students shall use only AI tools that have been vetted and approved through the SOCS technology governance process. Approved instructional AI tools are maintained in the SOCS Approved Instructional AI Tool Registry, published and updated by the Chief Technology Officer (CTO) in coordination with the Director of Student Learning and Innovation.

SOCS-approved AI tools shall be accessible and equitable for all learners and shall not be used when they are demonstrated to produce biased or discriminatory outcomes.

DATA PRIVACY AND STUDENT RECORDS

Student data entered into or generated by AI tools is part of the student's educational record and is subject to all applicable federal and state privacy protections. SOCS will ensure that all approved instructional AI tools comply with:

- a. The Family Educational Rights and Privacy Act (FERPA);
- b. The Children's Online Privacy Protection Act (COPPA);
- c. The California Consumer Privacy Act (CCPA);
- d. The Student Online Personal Information Protection Act (SOPIPA);

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- e. California Education Code Section 49073.1 (AB 1584), requiring contracts involving student data to include specific data protection provisions; and
- f. California Business and Professions Code Section 22601 (SB 243), which establishes safeguards for AI companion chatbot services used with minors, including crisis protocols, clear disclosure that users are interacting with AI, and content filtering requirements.
- g. Any other applicable student privacy and/or data protection laws and regulations.

Student PII shall not be entered into open AI systems. All instructional AI tools that access, collect, or process student data must have a signed Data Processing Agreement (DPA) with SOCS prior to use.

PARENTAL NOTIFICATION

Parents and guardians will be informed of this policy as a part of SOCS's annual parent notification process. When applicable, SOCS shall also obtain parent or guardian consent before offering certain open generative or third-party AI platforms for students.

THIRD-PARTY CURRICULUM AND FAIR USE

SOCS recognizes that all curriculum materials, whether purchased, licensed, or developed internally, are protected by intellectual property law. When such materials are used within SOCS's closed and secure AI platforms for nonprofit, instructional purposes consistent with SOCS's educational mission, such use may qualify as fair use under 17 U.S.C. Section 107. Fair use is a case-specific legal determination. Before uploading substantial third-party curriculum materials into any AI system, staff should seek guidance from the CTO and, where appropriate, legal counsel.

Use of copyrighted curriculum materials within closed AI platforms is more likely to be permissible when:

- a. The purpose is instructional, analytical, or developmental for students or staff;
- b. The use occurs within SOCS's secure, nonpublic AI environment with access restricted to authorized users; and
- c. The use does not substitute for or diminish the market for the original copyrighted work.

Derivative works produced through an AI platform using existing instructional materials may qualify as transformative under federal case law (*Campbell v. Acuff-Rose Music, Inc.*, 510 U.S. 569 (1994)) where they add new expression or purpose, serve a distinct educational function, and are generated in a noncommercial, public education setting. SOCS does not make any advance legal determination that a specific use is transformative. Licensing terms of third-party curriculum materials govern their permissible use and should be reviewed before AI integration.

ARTIFICIAL INTELLIGENCE POLICY: INSTRUCTIONAL USE**TRAINING AND SUPPORT**

SOCS will provide ongoing professional development to teachers and relevant staff on the responsible and effective use of AI in instruction, including data privacy obligations, academic integrity expectations, and strategies for guiding student AI use. Training will be updated as tools, research, and best practices evolve.

SOCS will ensure that all SOCS computers or devices with access to AI have protection measures to protect against access to materials that are obscene, contain child pornography, or are harmful to minors. (20 USC 6777; 47 USC 254; 47 CFR 54.520.)

When a user violates SOCS policy, regulation, or the SOCS Acceptable Use Agreement, SOCS may suspend, revoke, or limit the user's access to or use of AI tools, as appropriate. Inappropriate use may also result in disciplinary and/or legal action, consistent with applicable law and SOCS policy.