



CANYON RIM ACADEMY ARTIFICIAL INTELLIGENCE (AI) POLICY

1. **Purpose.** Canyon Rim Academy recognizes that Artificial Intelligence (AI) technologies are rapidly transforming education, the workforce, and society. This policy establishes guidelines to ensure the ethical, responsible, and effective use of AI in support of student learning, staff productivity, and school operations.
2. **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 schoolIt applies to school issued devices and networks and personal devices when used for school related activities.
3. **Definition of Artificial Intelligence.** Artificial Intelligence (AI) refers to computer systems or tools capable of performing tasks that typically require human intelligence, including:
 - a. Generating text, images, or code
 - b. Analyzing data
 - c. Providing recommendations or predictionsExamples include generative AI tools (e.g., chatbots), adaptive learning systems, and automated grading tools.
4. **Guiding Principles.** Canyon Rim Academy adopts the following principles:
 - a. Educational Purpose First. AI must support learning objectives, not undermine them.
 - b. Academic Integrity. Students must submit work that reflects their own understanding.
 - c. Transparency. Use of AI must be disclosed when required.
 - d. Equity & Access. AI use should not create unfair advantages or disparities among students.
 - e. Privacy & Safety. Student data must be protected in accordance with applicable laws (including FERPA).
 - f. Human Oversight. All AI outputs must be reviewed critically by students and staff.
5. **Student Use of AI.** Permitted Uses (when allowed by teacher)
 - a. Brainstorm ideas
 - b. Receive tutoring or explanations
 - c. Improve writing clarity (editing, grammar)
 - d. Conduct research support (not as a sole source)

- e. Or otherwise as determined appropriate by the teachers
- Students may NOT:
- a. Submit AI-generated work as their own without permission
 - b. Use AI to cheat on assignments, quizzes, or tests
 - c. Input personal, confidential, or sensitive information into AI tools
 - d. Use AI to generate harmful, inappropriate, or discriminatory content
6. **Academic Integrity.** Violations involving AI will be treated under existing academic integrity policies, including:
- a. Plagiarism
 - b. Cheating
 - c. Misrepresentation of work
- Consequences will be consistent with school discipline policies.
7. **Staff Use of AI.** Staff may use AI to:
- a. Support lesson planning
 - b. Generate instructional materials
 - c. Assist with administrative tasks
 - d. Differentiate instruction
- Staff must NOT:
- a. Input confidential student data into unauthorized AI systems
 - b. Rely solely on AI for grading or evaluation decisions
 - c. Use AI to produce official evaluations or disciplinary decisions without review
8. **Data Privacy & Security.** No personally identifiable student information may be entered into AI tools unless:
- a. The tool is approved by the school, and
 - b. A data privacy agreement is in place
9. **Approved and Restricted Tools.** The school may:
- a. Maintain a list of approved AI tools
 - b. Restrict or block tools that do not meet privacy, safety, or educational standards
10. **Disclaimer.** AI tools may produce inaccurate, biased, or incomplete information. Users are responsible for verifying outputs and exercising critical judgment.