AI Policy Starter Kit

A model board policy on student and staff use of artificial intelligence, for any U.S. state, with notes for your attorney.

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A model for any state. Not enough on its own in Florida. Florida district school boards and charter school governing boards must meet Rule 6A-1.0957, F.A.C., which this model does not do clause by clause. Florida schools should use the Florida AI Compliance Kit instead.

STEP 1. CHECK YOUR STATE

Some states require an AI policy or set what it must contain. We checked three, as of November 2026. Elsewhere, ask your state education agency and your attorney.

STATE	WHAT THE LAW REQUIRES	WHAT TO USE
Florida	Each district school board and charter school governing board must adopt and implement an amendment to its internet safety policy on AI instructional tools by **July 1, 2027**, with 18 minimum requirements, including parent opt-in, and a ban on certain AI designs. Rule 6A-1.0957(3)(e), (f), F.A.C.	The Florida AI Compliance Kit, not this model.
Ohio	Each school district, community school, and STEM school had to adopt a policy on the use of AI by **July 1, 2026**. The Department of Education and Workforce publishes a model policy. R.C. 3301.24.	This model, compared with the state model at education.ohio.gov.
Tennessee	Each local board of education and public charter school governing body must adopt a policy on AI use by students, teachers, and staff for instruction and assignments. Pub. Ch. 550 (2024).[1]	This model, with counsel review against the enacted text.

[1] Paraphrased from the bill summary. We did not open the enacted public chapter; check its wording before relying on it.

STEP 2. FILL IT IN, THEN SEND IT TO COUNSEL

1. Replace each [Placeholder] with your details. Other bracketed text is a local choice, such as a time limit.
2. In Section VI, choose opt-in or opt-out for families. Delete the option you do not use.
3. Send the draft and the drafting notes to your board attorney before first reading.
4. After adoption, give teachers Guides 2 and 6, students Guide 3, and families Guide 4.

Template source: The Ethics Lab, AI Policy Starter Kit (November 16, 2026). Delete this line on adoption.

[District Name] School Board POLICY NO. [____]

Use of Artificial Intelligence

SECTION/SERIES: [____]	ADOPTED: [Date]	REVISED: [Date]
STATUTORY AUTHORITY: [Statutes granting the Board policymaking authority]		EFFECTIVE: [Date]
LAW IMPLEMENTED: [State AI policy law, if any; state student privacy law]		

I. PURPOSE AND SCOPE

1. The [District Name] School Board (the "Board") permits the use of artificial intelligence ("AI") where it supports learning, and sets limits that protect academic honesty, student privacy, and the role of teachers and parents.
2. This policy applies to students and staff. It covers AI tools the District provides, AI features in software the District already uses, and any AI tool a student uses to complete schoolwork.

II. DEFINITIONS

1. "Generative AI" means software that produces text, images, audio, video, or computer code in response to a request (a "prompt").
2. "AI tool" means any application, website, or software feature that uses AI to produce content, feedback, scores, or recommendations.
3. "Approved AI tool" means an AI tool on the District's Approved AI Tools List under Section V.
4. "AI use level" means the amount of AI use a teacher permits for a course or assignment, from Level 0 (no AI) to Level 3 (AI as a collaborator).
5. "Personal information" means information that identifies a student or staff member, including a name combined with other details, contact information, ID numbers, passwords, health or disability information, discipline records, photographs, and voice recordings.
6. "AI Policy Lead" means the employee the Superintendent designates to carry out this policy.

III. PRINCIPLES

1. **People make decisions.** AI output may inform staff, but a qualified staff member shall review the output and the information behind it and shall make every decision about grades, academic integrity, discipline, placement, evaluations, referrals, and communications about an individual student.
2. **AI supports teachers and parents.** AI tools supplement and do not replace the professional judgment of teachers or the role of parents in their children's education.
3. **Honesty.** Students and staff are expected to be honest about their use of AI.

IV. STUDENT USE AND ACADEMIC INTEGRITY

1. Each teacher shall state an AI use level in the course syllabus and on each major assignment. Where no level is stated, Level 0 applies and AI use is not permitted.
2. Students shall follow the stated level and acknowledge any AI use in the form the teacher requires. Submitting AI-generated work as one's own, or using AI beyond the stated level, violates the Code of Student Conduct and is treated like other plagiarism or unauthorized assistance.
3. To verify that work is the student's own, a teacher may ask for drafts, version history, prompt history, a written reflection on AI use, or a short conversation, and may ask the student to show mastery without AI.
4. An assignment that requires AI shall name an approved AI tool. No student shall be required to create a personal account on a tool that is not on the Approved AI Tools List. A student who may not use the tool shall receive a comparable non-AI assignment with no effect on grades.

V. APPROVAL OF AI TOOLS

1. No AI tool shall be made available to students until the AI Policy Lead, with technology and curriculum staff, reviews it for privacy, safety, accuracy, accessibility, age requirements, and instructional value, and records the decision.
2. A tool shall be approved for student use only if the vendor has signed a written agreement that protects student data and bars the vendor from selling student data, using it for advertising, profiling students, or using it to train AI models.
3. The District shall post the Approved AI Tools List and this policy at [web address] and update the list within [10 school days] of any change.

4. When a vendor adds an AI feature to software the District already uses, the feature shall be reviewed under paragraph V.1 before students use it.

VI. FAMILIES

1. Before students use an approved AI tool directly, the District shall send families a plain-language notice that names the tool, the grades and subjects, how students will interact with it, the information it collects and how that information is used, deleted, and shared, how to raise a concern or object to the tool's content, and the non-AI alternative.
2. **[Option A, opt-in:** A student shall use the tool only after a parent or guardian gives written permission. No reply means no permission. Florida requires this option.**] [Option B, opt-out:** A student may use the tool unless a parent or guardian declines in writing.**]** A student without permission shall receive a comparable non-AI alternative with no effect on grades.
3. Families may ask to see records of their child's use of an approved AI tool under Policy No. [____] (student records). Once a request is received, the District shall direct the vendor to keep those records until the request is closed.

VII. SUSPECTED MISUSE

1. A teacher who suspects unauthorized AI use shall review the evidence, talk with the student, give the student a chance to show their understanding, and document the outcome before any consequence.
2. Output from AI-detection software shall never by itself be the basis for a finding or a consequence.
3. Consequences follow the Code of Student Conduct and match the seriousness of the case. A first case of using AI beyond the stated level ordinarily leads to redoing the work at the correct level. Repeated or serious cases may lead to [a grade of zero on the assignment and further discipline].
4. A student or parent may ask [the principal or designee] to review a finding within [5 school days] of being told of it.

VIII. PRIVACY AND SAFETY

1. Students and staff shall not enter personal information into an AI tool unless the tool is approved for that use.
2. The District shall not provide students any AI tool that is designed, marketed, or configured to meet students' social or emotional needs, to simulate friendship or companionship, or to use human-like features to keep students using it. [Required in Florida. Elsewhere, a local choice.]
3. If an AI tool produces harmful content, exposes data, or acts in a way staff did not expect, staff shall stop using it and report to the AI Policy Lead the same school day. The AI Policy Lead shall determine whether any notice to families or a state agency is required.

IX. STAFF USE

1. Staff may use approved AI tools to plan lessons, create materials, and draft documents, and shall check AI-generated material for accuracy and bias before using it with students or families. Staff remain responsible for any message they send.
2. AI prompts, outputs, and logs created for District business may be public records under state law. Staff shall keep student personal information out of them unless the tool is approved for that use.

X. TRAINING AND REVIEW

1. Staff shall complete training on this policy, the limits and risks of AI, and student privacy before assigning an AI tool to students, and [annually] after that. Teachers shall explain this policy and the AI use levels to students at the start of each course.
2. The AI Policy Lead shall review this policy and each approved tool by [DATE] each year, with input from teachers, students, and families, and report to the Board.

CERTIFICATION OF ADOPTION

Adopted by the [DISTRICT NAME] School Board on _____, by a vote of ____ in favor, ____ opposed, ____ absent.

_____ _____

Chair, School Board — Date

_____ _____

Superintendent — Date

History: New policy. Adopted _____. Revised _____.

DRAFTING NOTES FOR COUNSEL (REMOVE BEFORE ADOPTION)

1. **State law.** Confirm whether your state requires a policy or specific contents (Step 1). Florida schools: use the Florida AI Compliance Kit.
2. **Opt-in or opt-out (VI.2).** Florida requires opt-in for AI instructional tools students use directly. Elsewhere, choose under state law.
3. **Students 18 and older.** Decide whether an adult student gives their own permission under VI.2.
4. **Personal AI tools (I.2, IV.4).** Confirm how far the policy reaches a student's own AI tools used off campus for schoolwork, and whether a tool a teacher directs students to use counts as one the District "provides" under state law.
5. **Vendor agreements (V.2).** Align terms with FERPA and state privacy law. Many districts use the Student Data Privacy Consortium's National Data Privacy Agreement.
6. **Students under 13.** Confirm who gives consent under the Children's Online Privacy Protection Act (16 C.F.R. Part 312), including for disclosure to a vendor's AI model provider.
7. **Records (VI.3, IX.2).** AI use records and the misuse documentation form (Guide 6) may be education records, and staff AI use may create public records. Set where they are kept and for how long. FERPA bars destroying a record while a request to inspect it is pending (34 C.F.R. 99.10(e)).
8. **Review of findings (VII.4).** Align the review step and time limit with your Code of Student Conduct and grade appeal process.
9. **Bracketed values** are suggestions, not legal requirements.

Sources. Rule 6A-1.0957, F.A.C., eff. 10/29/2026, flrules.org · Ohio Rev. Code 3301.24 and the Ohio Department of Education and Workforce AI Model Policy page · Tennessee SB1711 (Pub. Ch. 550, 2024) bill page, wapp.capitol.tn.gov · FAU Schools, Technology Policy & Guidelines and Code of Student Conduct, 2025-26 (IV.2 and VII.3 follow their academic integrity approach) · TeachAI, AI Guidance for Schools Toolkit (VII.2) · 34 C.F.R. Part 99 · 16 C.F.R. Part 312. Opened November 12, 2026; rechecked November 16, 2026.

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