



PROVIDENT
CHARTER SCHOOL

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ARTIFICIAL INTELLIGENCE POLICY

Section 1: Purpose

The Provident Charter Schools (“Provident”) Board of Trustees recognizes the transformative role of Artificial Intelligence (AI) in education, affecting how schools instruct, manage operations, and equip students for the future. This policy is designed to govern the thoughtful, ethical, and effective integration of AI into Provident's educational programs and daily operations. It complements the existing Acceptable Use Policy by specifically addressing the unique opportunities and inherent risks associated with AI tools.

The use of AI tools, regardless of whether they are provided by Provident or accessed independently, is subject to this policy. This applies to all students, staff, administrators, and other authorized users of Provident technology resources when engaging in Provident's educational or operational activities.

Section 2: Core Beliefs

Provident's integration of AI is guided by three foundational principles:

AI will enhance, not replace, human-centered education. AI will be used as a tool to strengthen and enrich the educational experience rather than diminish the role of educators. Provident views AI as an instrument that supports teachers and staff in their work while preserving the personal relationships, mentorship, and care that define great teaching. Decisions about AI use will always prioritize what is best for students.

AI will foster responsible, ethical digital citizens. Provident is committed to helping students become informed and responsible participants in an AI-driven world. This means teaching them to use AI with integrity, to question and verify AI-produced information, and to understand both the capabilities and limitations of these technologies.

Continuous feedback and auditing will guide AI's evolving role. AI is evolving quickly, and Provident's approach must evolve with it. The school will maintain regular review cycles, gather input from stakeholders, and audit AI practices to ensure they remain aligned with Provident's mission, values, and commitment to equity.

Section 3: Definitions

Artificial Intelligence (AI): Technology that enables computer systems to carry out tasks traditionally associated with human cognition, such as interpreting language, identifying patterns, making predictions, or producing original content.

Generative AI: A category of AI capable of producing new material—including written text, images, audio, video, or programming code—based on patterns learned from large datasets. Common examples include conversational AI assistants (such as ChatGPT, Claude, or Gemini), AI-powered image creation tools, and automated writing platforms.

AI-Generated Content: Any digital output—text, visuals, audio, video, or code—that is created entirely or partially by an AI system.

Human-in-the-Loop: An approach to AI use that keeps people at the center of the process. Under this model, users direct the AI, review its output, apply professional or academic judgment, maintain responsibility for ethical standards, and retain final authority over any work product.

Approved AI Platform: An AI tool or service that Provident has formally evaluated, approved, and made available for use by staff and/or students. At the time of this policy's adoption, Provident's Designated AI Platform is Google Workspace for Education Plus with Gemini.

Section 4: Governance and Oversight

AI Committee. The CEO or their designee will establish an AI Committee comprising school leaders, teachers, technology personnel, and—where appropriate—student and family representatives. This team will be responsible for evaluating AI tools under consideration, proposing updates to this policy, and shaping professional learning opportunities related to AI.

Lead Administrator. To streamline decision-making, Provident will route all AI-related requests — whether for new tool access, pilot programs, expanded licensing, or vendor procurement — through a single intake channel designated by the CEO. The designated reviewer is accountable for logging requests, coordinating with the AI Committee where review is warranted, and returning a decision within a reasonable timeframe. Requests submitted outside this channel will not be considered.

Section 5: Expectations for Staff Use of AI

All Provident employees are expected to use AI tools in a manner that is professional, responsible, ethical, and consistent with this policy and all other applicable Provident policies.

5.1 Human-in-the-Loop Framework

When using AI, staff members must maintain meaningful human involvement throughout the process. This includes:

- **Purposeful Direction:** Providing relevant context, goals, and parameters so that AI output is tailored to specific curricular needs and student circumstances.
- **Active Review:** Examining AI-generated material for errors, inaccuracies, biased language, or fabricated information, and correcting as needed.
- **Personalization:** Adapting AI output to reflect the educator's instructional style, the subject area, student demographics, and individual professional voice.
- **Values Alignment:** Assessing AI output for inclusivity, fairness, and consistency with Provident's educational standards, and rejecting content that falls short.
- **Final Decision:** Retaining ultimate decision-making power over any recommendation, output, or action informed by AI.

5.2 Permitted Staff Uses of AI

The following are examples of acceptable ways staff may use AI. This list is illustrative and not exhaustive:

- Developing, revising, or enhancing lesson plans, instructional resources, and assessments.
- Designing differentiated materials and individualized learning supports for students.
- Increasing efficiency in administrative work, such as drafting correspondence, compiling data, or building schedules.
- Generating ideas or exploring new instructional strategies.
- Creating frameworks for providing formative feedback on student work.

5.3 Prohibited Staff Uses of AI

Staff are prohibited from the following:

- Entering personally identifiable information (PII), confidential student records, or other protected data into any AI tool that has not been formally approved and verified for data privacy compliance by Provident.
- Substituting AI-generated output for professional judgment in assigning grades, making disciplinary determinations, developing special education plans, or rendering other consequential decisions.

- Producing evaluations, written recommendations, or reports about individual students using AI without conducting a careful and complete human review.
- Accepting AI-produced content as accurate without independently verifying the information.
- Using AI in any way that conflicts with FERPA, COPPA, CIPA, or any other applicable federal or state statute.

Section 6: Expectations for Student Use of AI

6.1 Assignment-Level AI Permissions

Provident uses a three-tier system to communicate what level of AI involvement is acceptable on any given assignment. Teachers will specify the applicable tier for each task:

Level	Description	Disclosure Requirement
No AI Use	No AI tools may be used in any part of the process. Students must complete the work entirely on their own. Standard spell-check and grammar-check features are still allowed.	None.
AI Assisted	AI tools may be used AI for brainstorming, outlining, or editing, within boundaries set by the teacher. The substance of the work must be the student's own.	A written statement describing how AI was used.
AI Directed	AI tools may be used to produce specific portions of the assignment as a supplementary resource. Students are expected to critically assess and guide any AI-generated material.	A written statement describing how AI was used, along with proper citations for all AI-produced content.

6.2 Disclosure Statements

When an assignment allows AI use, students must attach a disclosure statement. The following templates should be adapted as appropriate:

For “AI Assisted” assignments: “I used AI to assist with specific parts of this assignment, including _____ (for example, generating initial ideas or polishing my writing). The core ideas and the completed work are my own and

demonstrate my grasp of the material. I understand that failing to disclose my use of AI would be a breach of academic integrity.”

For “AI Directed” assignments: “I used AI for particular tasks within this assignment, such as _____ (for example, condensing research or producing graphics). I directed the AI’s work and reviewed all output, and the finished product reflects my own learning. I have cited AI contributions where applicable. I understand that concealing AI involvement would constitute plagiarism and violate Provident’s standards of academic honesty.”

6.3 Permitted Student Uses of AI

With teacher authorization, students may use AI in the following ways. This list is illustrative and not exhaustive:

- Generating ideas, exploring multiple viewpoints, or sparking creativity for writing, projects, or class discussions.
- Structuring information by distilling key ideas, sorting content into categories, or building outlines.
- Receiving guided explanations, vocabulary support, or simplified overviews to strengthen understanding.
- Building study plans, setting timelines, or decomposing large assignments into manageable steps.
- Practicing skills through AI-generated quizzes, problem sets, or tailored study recommendations.

6.4 Prohibited Student Uses of AI

The following uses of AI are not permitted under any circumstances:

- Having AI compose essays, complete assignments, or supply answers that the student presents as their own work without proper attribution.
- Treating AI-generated claims as factual without independent verification, which risks the spread of inaccurate information.
- Relying on AI to sidestep genuine intellectual engagement with course content.
- Using AI on any assignment without explicit teacher permission.
- Entering personal details—such as full names, home addresses, student ID numbers, or other identifying information—into any AI tool.

6.5 Student Responsibilities

- Use AI as a learning aid, using it honestly and never as a shortcut to avoid genuine academic effort.
- Understand the environmental costs associated with AI and avoid wasteful or excessive usage.

- Evaluate all AI-generated material, making sure that submitted work genuinely represents the student's own thinking.
- Report any concerns or suspected misuse of AI tools to a teacher or staff member.
- Consider how AI is contributing to—or detracting from—their own skill growth and learning.

Section 7: Staff Responsibilities

- Demonstrate ethical, responsible AI practices and consistently reinforce the importance of academic integrity and responsible technology use.
- Teach students to think critically about AI output, including how to verify claims, spot biases, and recognize limitations.
- Clearly communicate the rules for each assignment, specifying whether, how, and to what extent AI may be used.
- Stay current on AI developments and proactively watch for misuse, intervening when necessary.
- Prioritize activities and instruction that build students' independent writing, analytical reasoning, and problem-solving abilities.

Section 8: Privacy, Data Protection, and Security

All use of AI tools at Provident must comply with applicable federal and state data privacy statutes, including but not limited to:

- Family Educational Rights and Privacy Act (FERPA)
- Children's Online Privacy Protection Act (COPPA)
- Children's Internet Protection Act (CIPA)
- Applicable Pennsylvania state privacy laws

No student or staff member may enter personally identifiable information (PII) or any confidential data into an AI tool unless that tool has been formally reviewed and authorized by Provident for such use.

Provident's Designated AI Platform: Gemini, operating as a core component of Google Workspace for Education.

- **Secure by default:** Gemini has the same enterprise-grade protection as other Core Services, like Gmail and Docs, and is covered under the Google Workspace for Education Terms.

- **Private by design:** Your data is your data, and it's not reviewed or used to train AI models or for ads targeting.
- **Supports compliance:** Gemini supports compliance with a number of industry regulations, including COPPA, FERPA, HIPPA, FedRamp and more.

AI tools used in instructional settings with students must be evaluated and approved through Provident's technology review process prior to deployment. AI-generated content outside of Provident's approved platforms is not guaranteed to be private or secure.

Section 9: Academic Honesty

Students are responsible for any AI-generated content included in their academic work. Unauthorized AI use—including using AI on assignments marked “No AI,” omitting required disclosure statements, or failing to cite AI-produced material—is a violation of Provident's academic integrity standards and may result in disciplinary consequences as outlined in Provident's student code of conduct.

Before incorporating AI-produced material into coursework, students must independently confirm factual claims against reliable sources and attribute the AI contribution using the citation format specified by the teacher or the assignment's style guide. Submissions containing uncited or unverified AI output will be treated the same as submissions containing uncited or unverified material from any other source.

Students and staff are responsible for ensuring that AI-generated or AI-assisted work does not reproduce protected material in a way that would violate intellectual property law. This includes, but is not limited to, producing outputs that closely imitate a copyrighted work, incorporate a trademarked identifier without authorization, or replicate a patented design.

Section 10: Evaluation and Approval of AI Tools

Before any AI tool may be adopted for instructional or administrative use, it must be assessed against criteria that include, but are not limited to, the following:

- Compatibility with Provident's educational philosophy and curricular goals.
- Potential to promote student engagement, independence, and equitable access.
- Flexibility to accommodate a range of learner needs and abilities.
- Strength and responsiveness of assessment or feedback capabilities.

- Effect on the educator’s role, ensuring it augments rather than diminishes teacher involvement.
- Safeguards for protecting academic integrity.
- Transparency of the tool’s underlying algorithms and data handling practices.
- Adherence to data privacy and cybersecurity requirements.
- Availability of training materials and vendor support.
- Financial viability and long-term sustainability.

No AI tool shall be deployed for student use until it has completed this evaluation and received formal approval.

Section 11: Prohibited Inputs

Certain categories of information must never be entered into an AI tool without prior written authorization from the CEO or designee. These restrictions exist to protect individual privacy, institutional security, and the integrity of Provident's facilities and operations.

1. **Privacy of individuals:** Users may not input any information that identifies, or could reasonably be used to identify, a specific student, employee, family member, visitor, contractor, or other individual connected to Provident. This covers names, student ID numbers, contact information, images and likenesses, health or disability information, disciplinary records, academic records, and any other data categorized as personally identifiable under FERPA, COPPA, or Pennsylvania law.
2. **Recordings of Provident activities:** Users may not input audio or video captured during any Provident-affiliated activity — including classroom instruction, staff meetings, student assemblies, transportation, athletic or extracurricular events, or field trips — where another person's voice, image, or identifying characteristics are present.
3. **Facility and security information:** Users may not input photographs, diagrams, floor plans, security procedures, or other visual or descriptive material depicting the interior or exterior of Provident buildings, grounds, or systems.
4. **Third-party rights:** Users may not input material whose submission to an AI tool would infringe on the legal rights of another party, including proprietary curriculum, licensed software, copyrighted works held by others, or confidential information belonging to another organization.
5. **Provident's own protected information:** Users may not input internal documents, data, or communications that Provident treats as confidential,

including personnel records, legal correspondence, security protocols, financial records not otherwise public, or draft materials not yet released.

When a legitimate educational or operational use case requires input that would otherwise fall into one of these categories, the user must submit a written authorization request to the CEO or designee before proceeding

Section 12: Consequences for Policy Violations

Any breach of this policy may lead to disciplinary action in accordance with Provident's student code of conduct, employee handbook, or other relevant Board policies.

Depending on the nature and severity of the violation, consequences may include, but are not limited to, any combination of the following:

- Revocation of access to one or more AI tools, either for a defined period or permanently;
- Academic consequences consistent with Provident's academic integrity procedures, including reduced or zero credit on affected assignments;
- Referral to school administration for disciplinary review under the student code of conduct or employee handbook;
- For students, consequences available under Provident's disciplinary framework, which in serious cases may extend to suspension or removal from the school;
- For employees, consequences available under Provident's personnel policies, which in serious cases may extend to termination;
- Referral to law enforcement where the conduct appears to violate criminal law;
- Any additional remedies available to Provident under contract, tort, or intellectual property law where the misuse causes harm to a third party.

Section 13: Policy Review

The AI Committee will review this policy annually and recommend revisions as warranted by changes in AI technology, applicable law, or emerging best practices. The CEO or designee is responsible for ensuring that students, staff, and families receive timely notification of any substantive policy changes.

Adopted: [Date]

Effective: 2025–2026 School Year

Review Date: [Date]