

POLICY TITLE: : USE OF ARTIFICIAL INTELLIGENCE AND EMERGING TECHNOLOGIES		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: District Management		

I. Purpose

This policy establishes the organizational framework for the ethical, responsible, and effective use of Artificial Intelligence (AI) and related emerging technologies within Harford County Public Schools (HCPS). Recognizing AI's transformative potential in education and education operations, this policy ensures that AI integration supports deeper learning and enhanced operational efficiency while maintaining academic integrity, protecting student privacy, staff confidentiality and promoting access for all learners and staff members. This policy is designed to adapt as emerging technologies continue to evolve and become more sophisticated.

II. Definitions

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.

Emerging Technologies: New and developing technologies that function similarly to AI or work in conjunction with AI to enhance learning and professional activities. These include technologies that can learn from data, adapt to user needs, or perform complex tasks autonomously. As technology advances, anticipated developments may include brain-computer interfaces, advanced virtual reality learning environments, quantum-powered educational systems, or other technologies not yet developed. In essence, any technology that demonstrates thinking, learning, or human-like behavior falls under the scope of this policy.

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

Algorithmic Bias: Systematic and unfair discrimination in AI outputs that may disadvantage certain groups or individuals.

Extended Reality (XR): The spectrum of experiences that blends the physical and digital worlds, including Virtual Reality (VR), Augmented Reality (AR), and Mixed Reality (MR) technologies.

1EdTech Certification: Industry-standard verification of educational technology integration features and interoperability capabilities.

Digital Citizenship: The responsible and ethical use of technology, including demonstrating respect for intellectual property, managing digital identity, and practicing online safety.

Human-in-the-Loop: A model where human oversight and decision-making remain central to technology-assisted processes, ensuring that technology augments rather than replaces human judgment and expertise.

Synthetic Media: Content (including images, audio, video, or text) that has been artificially generated or significantly altered using AI tools, including but not limited to deepfakes, voice cloning, or AI-generated impersonations.

III. Scope

This policy applies to all HCPS students, staff, educators, and administrators using AI and related emerging technologies.

III. Statement of Policy

HCPS commits to upholding the following Guiding Principles in all applications of AI and emerging technologies:

A. Ethical & Responsible Use

To ensure that all AI integration prioritizes fairness, accountability, and respect for the rights and dignity of individuals, maintaining transparency about AI usage while holding human educators accountable for educational decisions and upholding human values above technological convenience. This includes fostering an awareness of the broader societal ethical impacts of emerging technologies.

B. Access, Accessibility, and Fairness

To ensure that AI technologies are accessible to all students and educators, addressing digital divides and accommodating diverse learning needs. Harford County Public Schools shall ensure compliance with Maryland COMAR 13A.05.08 equivalent access requirements. This includes establishing processes to vet all AI tools for algorithmic bias, working toward fair outcomes for all student groups

C. User Privacy & Data Security

To safeguard personal and educational data by adhering to stringent privacy

standards, employing robust cybersecurity measures, complying with all relevant data protection regulations and policies.

D. Pedagogical Innovation

To leverage emerging technologies as catalysts for creativity and critical thinking, while upholding academic integrity and enhancing professional efficiency. All AI integration will follow a human-centered, "human-in-the-loop" model, where technology augments, but never replaces, human instruction and judgment.

While AI tools can streamline administrative tasks and support evidence-based decision-making, all implementations must uphold rigorous professional standards and maintain clear accountability.

E. Professional Learning and AI Literacy

To equip all users with AI literacy through a K-12 AI Literacy framework and ongoing professional learning, ensuring the effective and ethical use of AI tools. This includes preparing learners to adapt to rapidly advancing AI capabilities and to maintain relevance in an AI-integrated society.

F. Community Engagement

To foster trust and collaboration by maintaining open communication about AI policies and practices.

IV. USER RESPONSIBILITIES

A. Compliance and Data Protection All users of AI and emerging technologies within HCPS must comply with current and future privacy laws and data security standards, including FERPA, COPPA, federal, state, and local regulations. Users are strictly prohibited from inputting personal, sensitive, or confidential information into any AI system, including but not limited to student or employee records, personal identifiers, personnel information, salary data, disciplinary records, or internal communications containing confidential information. Users must not use AI tools to transcribe, record, or process meetings, conversations, or communications that contain personal, sensitive, or confidential information.

B. Prohibited Content Creation Users are strictly prohibited from creating, sharing, or manipulating audio, video, image, or other synthetic media content that could impersonate any individual without explicit consent, particularly content that could be used for harassment, defamation, or deception. Users are prohibited from using AI tools to create false or misleading content that could damage reputations, spread misinformation, or violate the dignity and rights of students, staff, or community members.

C. Academic and Professional Integrity Users must not use technology to complete substantial assignment portions without authorization, use technology on assessments unless permitted, use AI for sensitive decisions without proper human oversight, use non-approved technologies, or circumvent learning

objectives or professional standards. Staff members are prohibited from using AI tools to make final decisions regarding student placement, disciplinary actions, personnel evaluations, or other matters requiring human judgment and accountability. Student users must cite any use of generative AI for academic work as directed by the instructor and may not represent AI-generated content as their own.

While the District may use AI detection software to aid in investigations of academic misconduct and professional integrity concerns, its findings will not be the sole basis for disciplinary action due to concerns about accuracy and potential bias. All users are responsible for maintaining academic and professional integrity, protecting confidential information, using approved technologies only for designated purposes, ensuring human oversight of all AI-assisted work, and participating in required training programs.

V. IMPLEMENTATION AND CONTINUOUS IMPROVEMENT

This policy shall be implemented through detailed procedures that provide specific guidance for appropriate technology use, training requirements, technical standards, and compliance monitoring across current and emerging platforms.

Board Approval Acknowledged By:

Sean W. Bulson, Ed.D.
Superintendent

Policy Action Dates					
ACTION		DATE		ACTION	

Responsibility for Policy Maintenance & References	
LAST EDITOR/DRAFTER NAME:	JOB POSITION OF LAST EDITOR/DRAFTER:
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME:	JOB POSITION OF DESIGNEE:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005:	

LEGAL REFERENCES¹

References are set forth in the Policy.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy or procedure.