Approved: 9/18/2025

Artificial Intelligence (AI) Policy

Policy No. 3005

The rapid evolution of Artificial Intelligence (AI) presents both profound opportunities and complex challenges for education. Freedom Prep Academy is committed to leveraging AI tools to enhance and individualize learning, foster innovation, and prepare students for a future shaped by these technologies, while upholding our core values of academic integrity, student privacy, and equitable access.

I. Guiding Principles for AI Integration

The use of AI in Freedom Prep Academy will be guided by the following principles:

- **Student-Centricity:** AI tools will primarily serve to enhance student learning outcomes, foster critical thinking, and support personalized educational experiences.
- **Privacy and Security:** The privacy of student data and the security of our systems will be paramount in all AI implementations.
- **Transparency:** The use of AI in educational settings will be transparent to students, parents, and staff.
- **Human Oversight:** AI tools are intended to augment, not replace, human judgment, creativity, and critical thinking. Educators remain central to the learning process.
- **Flexibility and Innovation:** This policy is a living document, designed to adapt to evolving technologies and encourage responsible experimentation and innovation in AI use.

II. Acceptable and Inappropriate Use of AI

A. General Principles: All users (students, teachers, and staff) are expected to use AI tools responsibly, ethically, and in alignment with Freedom Prep Academy's mission and existing acceptable use policies.

B. Acceptable Uses for Students: Students may use AI tools when explicitly permitted and guided by a teacher for tasks such as:

- **Brainstorming and Idea Generation:** As a starting point for creative writing, project ideas, or problem-solving.

- **Research Assistance:** To quickly synthesize information or identify key concepts, with the understanding that all information must be critically evaluated and verified from reliable sources.
- **Drafting and Editing Support:** For grammar checks, syntax improvement, or generating alternative phrasing, provided the student retains full ownership and responsibility for the final content.
- **Personalized Learning and Tutoring:** Engaging with AI-powered adaptive learning platforms or virtual tutors for practice and concept reinforcement, as approved by Freedom Prep Academy and teacher.
- **Coding and Programming Support:** For debugging, generating code snippets, or understanding programming concepts.

C. Acceptable Uses for Teachers and Staff: Teachers and staff may leverage AI tools to enhance instruction, streamline administrative tasks, and support student learning, including:

- **Lesson Planning and Material Generation:** Creating differentiated instructional materials, quizzes, prompts, or rubrics.
- **Administrative Efficiency:** Drafting communications, organizing data, or summarizing professional texts.
- **Personalized Feedback:** Generating initial feedback on student work (with human review and modification) to inform instruction.
- **Accessibility Support:** Adapting materials for diverse learners, including language translation or text-to-speech functionalities.
- **Data Analysis:** Identifying patterns in student performance data to inform instructional strategies (adhering strictly to privacy requirements).
- **Professional Development:** Exploring AI tools and concepts to enhance their pedagogical practices.

D. Inappropriate Uses (Prohibited for all Users): The following uses of AI are strictly prohibited:

- **Academic Dishonesty and Plagiarism:** Submitting AI-generated content as original work without proper attribution, disclosure, or explicit teacher permission. This includes, but is not limited to, generating entire essays, reports, or creative works without significant human input and transformation.
- **Misrepresentation:** Presenting AI as human interaction or authorship.
- **Generation of Harmful Content:** Creating or disseminating content that is illegal, unethical, discriminatory, hateful, violent, sexually explicit, or promotes self-harm.
- **Privacy Violations:** Inputting personally identifiable information (PII) of students, staff, or others into unapproved AI tools.
- **Circumvention of Security Measures:** Using AI to bypass school network security or content filters.
- **Impersonation and Malicious Activities:** Using AI to impersonate individuals, spread misinformation, engage in cyberbullying, or conduct any form of harassment or intimidation.

- **Sole Reliance on AI for Critical Tasks:** Relying solely on AI outputs for grading, evaluation, disciplinary decisions, or any task requiring human judgment and ethical consideration.
- **Commercial Use:** Using school-provided AI resources for personal commercial gain or unauthorized activities.

III. Academic Integrity and Plagiarism

Freedom Prep Academy upholds the highest standards of academic integrity. The use of AI tools in academic work must be transparent, intentional, and contribute to genuine learning and skill development.

A. Disclosure and Attribution: Students are required to disclose the use of AI tools in their assignments when applicable and as directed by their teachers. This includes clearly citing or acknowledging AI assistance in a manner consistent with established academic citation guidelines (e.g., MLA, APA, Chicago, or a Freedom Prep Academy-approved format). Teachers will provide specific guidance on appropriate disclosure for various assignments.

B. Originality and Ownership: The fundamental expectation remains that students' submitted work reflects their own understanding, critical thinking, and effort. While AI may assist in the process, the ultimate intellectual ownership and responsibility for the content lie with the student. Submitting AI-generated content as entirely original work without significant student transformation and intellectual contribution is considered plagiarism and will be subject to disciplinary action as outlined in Freedom Prep Academy's academic honesty guidelines.

C. Teacher Discretion and Assignment Design: Teachers will clearly communicate their expectations for AI use for each assignment. This may include:

- **No AI Allowed:** Assignments where AI use is strictly prohibited to assess foundational skills.
- **AI for Brainstorming/Drafting:** AI may be used for initial idea generation or drafting, with significant student revision required.
- **AI for Editing/Refinement:** AI may be used for grammar, spelling, and stylistic improvements.
- **AI as a Tool for Learning:** AI may be integrated as a learning tool, with explicit instructions on its application and expected outcomes. Teachers are encouraged to design assignments that promote higher-order thinking skills, critical analysis, and original synthesis, making over-reliance on AI less effective or desirable. This may include in-class writing, oral presentations, or requiring students to document their AI usage process (e.g., providing prompts used and AI responses).

D. Consequences of Misuse: Violations of this academic integrity policy regarding AI use will be addressed in accordance with Freedom Prep Academy's existing academic honesty and disciplinary policies. Consequences may range from redoing assignments with proper attribution to suspension, depending on the severity and frequency of the violation.

IV. Student Privacy and Data Security

Protecting student privacy is a paramount concern. Freedom Prep Academy is committed to safeguarding student Personally Identifiable Information (PII) in compliance with the Family Educational Rights and Privacy Act (FERPA) and all other applicable state and federal privacy laws.

A. FERPA Compliance:

- **Education Records:** AI tools that collect, process, or store student data that is part of an "education record" as defined by FERPA will only be used if they demonstrably comply with FERPA's requirements for privacy and security.

B. Approved Tools and Data Privacy Agreements:

- **Signed Data Privacy Agreements:** The only AI tools permitted for use by students are those for which Freedom Prep Academy has entered into a **signed Data Privacy Agreement (DPA)** with the vendor. These DPAs will explicitly outline data handling practices, specify that student data will not be used for commercial purposes or AI model training by the vendor, and ensure the vendor's commitment to FERPA compliance.
- **Vetting Process:** All new AI tools and platforms will undergo a rigorous vetting process by Freedom Prep Academy's IT Director to ensure compliance with privacy regulations, security standards, and educational efficacy before being approved for use. This process will include a thorough review of privacy policies, terms of service, and data security protocols.
- **Prohibition on Unapproved Tools:** Students and staff are strictly prohibited from inputting student PII or confidential Freedom Prep Academy information into any AI tool or platform that has not been explicitly approved through a signed DPA with Freedom Prep Academy.

C. "Walled Garden" Products: Freedom Prep Academy prioritizes the use of "walled garden" (closed ecosystem) AI products and platforms where feasible. These products offer a controlled environment where Freedom Prep Academy has greater oversight over data flow, access, and use, minimizing the risk of unauthorized data sharing or exposure to external commercial interests. When evaluating and implementing AI tools, preference will be given to those that operate within such secure and controlled environments.

V. Teacher Guidance and Professional Development

Teachers are integral to the successful and ethical integration of AI in education. Freedom Prep Academy is committed to providing ongoing guidance, resources, and professional development to empower educators in this evolving landscape.

A. Encouraging Experimentation and Innovation: Teachers are encouraged to explore and experiment with approved AI tools in their classrooms to discover innovative pedagogical approaches.

B. Mitigating Bias and Misinformation:

- **Critical Evaluation:** Students and teachers will be explicitly taught to critically evaluate AI-generated content for accuracy, bias, and potential misinformation.
- **Diverse Data Awareness:** Education will be provided on how AI models are trained and the potential for societal biases to be reflected in their outputs.
- **Human Oversight:** The policy reinforces that AI outputs should always be reviewed and contextualized by human educators to prevent the perpetuation of bias or the spread of inaccuracies.

VII. Integration of School-Adapted AI (e.g., School AI)

Freedom Prep Academy has adopted a specific "School AI" system to support learning and teaching. The use of this system is governed by the principles and guidelines outlined in this comprehensive policy.

VIII. Conclusion

The integration of Artificial Intelligence into our educational landscape is a transformative endeavor. By embracing AI with thoughtful policy, ongoing professional development, and a steadfast commitment to student protection and academic integrity, Freedom Prep Academy aims to harness the power of these technologies to create innovative, equitable, and enriching learning experiences for all. This policy serves as a foundational document, recognizing that responsible innovation requires continuous dialogue, adaptation, and a shared commitment to preparing our students for a future where AI plays an increasingly vital role.