

POLICY SERVICES ADVISORY

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CONTENTS

Policy Advisory No. 270	EGAD – Copyright Compliance
Policy Advisory No. 271	IJNDB – Use of Technology Resources in Instruction IJNDB-R – Use of Technology Resources in Instruction IJNDB-E – Use of Technology Resources in Instruction
Policy Advisory No. 272 NEW	IJNDC – Use of Artificial Intelligence

Policy Advisory Discussion

As many of you have learned in the last few years, generative artificial intelligence is a rapidly advancing technology which will have (and has had) an enormous impact on learning, work, and life in general. Generative AI is a type of AI tool that creates brand-new content—in the form of text, images, audio, video, and code—based on user inputs. As a general matter, an AI tool is trained on vast amounts of data like books, websites, and code and it learns patterns, language structures, and visual styles. When prompted, it uses probability-based predictions to generate new content.

To provide a few examples of the capabilities of generative AI: It can instantly draft an essay, of any length, on any topic that a teacher might assign; it can draft an individualized education plan (IEP) for a particular student (potentially violating student privacy laws); it can create a grading rubric for a particular assignment and grade student responses; it can draft emails to any particular audience, using any tone it is asked to adopt; it can do math problems and write computer code and create new music; it can create an extremely realistic sounding “podcast” based on, and faithful to, a written document; it can create “deep fakes” which take a person’s voice or image and use them to create realistic audio or video of the person apparently doing and saying things that they never did or said.

Despite its capabilities, AI is by no means error or problem-free. Aside from facilitating academic misconduct, it can “hallucinate,” which, as the name implies, means that it can create outputs that do not reflect reality. Lawyers have famously been sanctioned for filing AI-generated briefs to the court which contain citations to non-existent cases. AI has also been shown to incorporate the implicit or systemic biases built into the data and algorithms

that it is trained on; e.g., assuming certain things based on a person's race, or sex, or English as a second language status. Generative AI also poses risks relating to student privacy and the potential violation of federal laws like the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Act (IDEA). Different AI tools have different security capabilities and protocols. If a teacher uses an AI tool to draft an IEP and uses personally identifiable information (PII) about a student, there is a risk that a particular tool may "learn" from that user input and incorporate that PII into a response to another user. This highlights the need to carefully vet the AI tools approved for use in the district and to be careful about the types of information inputted into any tool. These are types of risks the policy is intended to address.

AI is a tool and we are only at the beginning of learning its capabilities and uses, which are expected to grow over time as it continues to learn. Like any tool, it can be used for good or bad. Your students and employees are already using AI for school related purposes. It is here to stay. Both the federal and state governments are pushing to train students on AI, while being cautious of its risks, and careful to stress that AI should be used to enhance, not substitute for, human judgment and decision-making. This NMSBA policy service policy is an attempt to assist districts with getting the most out of AI while minimizing risk.

No school board policy can address every AI-related issue that will come up in a school setting. This proposed policy sets guidelines and parameters. It addresses AI literacy and instructional integration, unacceptable uses of AI for students and staff, academic integrity, the vetting of AI tools approved for use in the district, data privacy and security, training and professional development, equity and accessibility, copyright, and AI policy violations.

The other policies addressed in this set of policy advisories are generally smaller changes to existing policies to reflect and make reference to AI and this new AI policy.

The Policy Service used AI for research and the development of this policy. Aside from the review of numerous other school-related AI policies from around the nation, the Policy Service benefited from the resources set out below, which may be of use to school board members and administrators in considering this or other AI policies.

<https://www.whitehouse.gov/presidential-actions/2025/04/advancing-artificial-intelligence-education-for-american-youth/>

<https://www.mosba.org/article/1662190>

<https://www.ed.gov/sites/ed/files/documents/ai-report/ai-report.pdf>

<https://web.ped.nm.gov/wp-content/uploads/2025/05/NM-AI-Guidance-Signed-4-29-2025.pdf>

<https://www.edutopia.org/article/laws-ai-education/>

<https://publicinterestprivacy.org/ai-laws/>

https://fpf.org/wp-content/uploads/2024/10/Ed_AI_legal_compliance.pdf_Final_OCT24.pdf

<https://hbsp.harvard.edu/inspiring-minds/why-all-our-classes-suddenly-became-ai-classes>

<https://www.nea.org/nea-today/all-news-articles/does-ai-have-bias-problem>

Policy Advisories

Policy Advisory No. 270 – EGAD (E-3900) Copyright Compliance. Policy EGAD is revised to add some AI specific provisions related to copyright and to add the new Policy IJNDC – Use of Artificial Intelligence to the list of cross-referenced policies.

Policy Advisory No. 271 – IJNDB – Use of Technology Resources in Instruction. This policy is revised solely to add the new Policy IJNDC – Use of Artificial Intelligence to the list of cross-referenced policies. **Regulation IJNDB-R and Exhibit IJNDB-E**, which is an Electronic Information Services User Agreement, are revised to add some AI-specific provisions.

Policy Advisory No. 272 – NEW IJNDC – Use of Artificial Intelligence. As discussed above, this is the comprehensive new policy to address AI use in schools by students and staff.

If you have any questions or requests call Policy Services at (505) 469-0193 or email Dan Castille, Policy Services Director at rdcpolicyservices@outlook.com.

This Material is written for information only and is not intended as legal advice. Please consult your attorney for legal explanations.

ADVISORY 270

COPYRIGHT COMPLIANCE

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video or computer-programmed materials, is a serious offense against federal law, a violation of Governing Body policy and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office and media center.

"Fair use" guidelines are as follows:

Fair Use

Printed Materials:

- Permissible uses - school employees may:
 - make a single copy of the following for use in teaching or in preparation to teach a class:
 - ▲ A chapter from a book;
 - ▲ An article from a periodical or newspaper;
 - ▲ A short story, short essay or short poem, whether or not from a collective work;
 - ▲ A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
 - make multiple copies for classroom use (not to exceed one [1] copy per student in a course) from the following:
 - ▲ A complete poem, if it has fewer than two hundred fifty (250) words and does not exceed two (2) printed pages in length;
 - ▲ A complete article, story or essay of less than two thousand five hundred (2,500) words;

- ▲ Prose excerpts not to exceed ten percent (10%) of whole or one thousand (1,000) words, whichever is less;
 - ▲ One (1) chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
 - ▲ An excerpt from a children's book containing up to ten percent (10%) of the words found in the text.
- All permitted copying must bear an appropriate reference. References should include the author, title, date and any other pertinent information.
- Prohibited uses - school employees may not:
 - copy more than one (1) work or two (2) excerpts from a single author during one (1) class term;
 - copy more than three (3) works from a collective work or periodical volume during one (1) class term;
 - copy more than nine (9) sets of multiple copies for distribution to students in one (1) class term;
 - copy to create or replace or substitute for anthologies or collective works;
 - copy "consumable" works, such as workbooks, exercises, standardized tests and answer sheets;
 - copy the same work from term to term;
 - copy the same material for more than one (1) particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- All sound recordings, including phonograph records, audiotapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

Sheet and Recorded Music:

- Permissible Uses - school employees may:
 - make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;

- make, for academic purposes other than performance, multiple copies (one [1] per student) of excerpts not constituting an entire performance unit such as a section, movement or aria, but in no case no more than ten percent (10%) of the whole work;
 - make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the "unit" is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
 - edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
 - copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
 - make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
 - make a single copy of a sound recording, such as a tape, disc or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.
- Prohibited uses - school employees may not:
 - copy to create or replace or substitute for anthologies, compilations or collective works;
 - copy works intended to be "consumable", such as workbooks, exercises, standardized tests and answer sheets;
 - copy for the purpose of performance, except as noted above in emergencies;
 - copy to substitute for purchase of music except as noted above;
 - copy without inclusion of the copyright notice on the copy.

Television-Off-the-Air Taping:

- Permissible uses - school employees may:
 - record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite re-transmission, and retain the recording for a period not to exceed the first forty-five (45) consecutive calendar days after the date of the recording.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

Unless authorized by the [library/media supervisor], at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.

Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the "Request for Off-Air Video Taping" form to the [library/media supervisor] for each program videotaped. The [library/media supervisor] will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.

- edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
- copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
- make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
- make a single copy of a sound recording, such as a tape, disc or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes;
- retain videotapes of commercial programs only with written approval of appropriate copyright holders;
- use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first ten (10) consecutive school days of the 45-consecutive calendar day retention period;
- use off-air recordings for evaluation purposes only, after the first ten (10) consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
- use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels;
- use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
- request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events.

Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day;

Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

- Prohibited uses - school employees may not:
 - copy to create or replace or substitute for anthologies, compilations or collective works;
 - copy works intended to be "consumable", such as workbooks, exercises, standardized tests and answer sheets;
 - copy for the purpose of performance, except as noted above in emergencies;
 - copy to substitute for purchase of music except as noted above;
 - copy without inclusion of the copyright notice on the copy;
 - tape off-air programs in anticipation of an educator's requests;
 - request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
 - use the recording for instruction after 45-consecutive calendar days;
 - hold the recording for weeks or indefinitely because:
 - ▲ Units needing the program concepts are not taught within the 45-day use period;
 - ▲ An interruption or technical problem delayed its use; or
 - ▲ Another teacher wishes to use it, or any other supposedly "legitimate" educational reason.
 - record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
 - alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
 - exchange program(s) with other schools without the approval of the [media/library supervisor];

Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.

- use the recording for public or commercial viewing;
- copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.

"Pay" programs received via satellite dish are also subject to these prohibitions.

Rental, Purchase and Use of Videotapes:

- Permissible uses - school employees may:
 - use purchased or rented videotapes such as feature films as part of a systematic course of instruction, in accordance with school policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
 - use only rented lawfully-made videotapes;
 - arrange for the local school to transmit videotapes over their closed-circuit television systems for direct instruction;
 - use off-air videotapes made at home for classroom instruction and only in accordance with television-off-air guidelines and school policy.
- Prohibited uses - school employees may not:
 - use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
 - use rented or purchased videotapes such as feature films for assemblies, fund-raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

Computer Software:

- Permissible uses - school employees may:
 - make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one (1), either the original or the copy, may be used at any one time;
 - make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;

- make a new copy from the archival program in the event that the program in use is damaged or destroyed;
 - use a purchased program sent from a manufacturer labeled "archival" simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
 - make an archival copy of a rightfully-owned disk that is labeled "archival" by the software manufacturer;
 - load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
 - adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.
- Prohibited uses - school employees may not:
 - load the contents of one (1) disk into multiple computers at the same time in the absence of a license permitting the user to do so;
 - load the contents of one (1) disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
 - make or use illegal copies of copyrighted programs on school equipment;
 - allow any student to surreptitiously or illegally duplicate computer software or access any data base or electronic bulletin board;
 - make copies of software provided by a software publisher for preview or approval;
 - make multiple copies of copyrighted software (or a locally produced adaptation or modification) even for use within the school;
 - make replacement copies from an archival or back-up copy;
 - make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
 - make multiple copies of the printed documentation that accompanies copyrighted software.
 - use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;

- use rented or purchased videotapes such as feature films for assemblies, fund-raising, entertainment or other applications outside the scope of direct instruction without public performance rights;
- record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
- alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
- exchange program(s) with other schools without the approval of the [media/library supervisor].

Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.

- use the recording for public or commercial viewing;
- copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.

"Pay" programs received via satellite dish are also subject to these prohibitions.

- With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

Reproduction of Works for Libraries/Media Centers:

- Permissible uses - school employees may:
 - arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
 - make for a requesting entity, within any calendar year, five (5) copies of any article or articles published in a given periodical within the last five (5) years prior to the date of the request for the material;
 - make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
 - make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
 - make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;

- make one (1) copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.
- Prohibited uses - school employees may not:
 - make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
 - copy without including a notice of copyright on the reproduced material.

Performances:

- Permissible uses - school employees must:
 - contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed.

This is particularly important if admission is to be charged or recordings of the performance are to be sold.

AI-Generated Content and Copyright

The use of artificial intelligence (AI) tools by staff or students to create, modify, or distribute content must comply with copyright law and this policy. Unacceptable uses include, but are not limited to:

- Reproducing or adapting copyrighted works using AI in ways that exceed “fair use” or occur without proper licensing.
- Inputting copyrighted materials (text, images, audio, video, software code) into AI platforms if doing so violates copyright terms or the tool’s user agreement.
- Presenting AI-generated outputs containing copyrighted content as original work unless explicitly permitted and properly attributed.
- Using AI tools that rely on copyrighted content without verifying licensing, terms of use, or output ownership.
- All AI-assisted or AI-generated educational materials, assignments, or media must adhere to existing copyright guidelines.
- When in doubt, staff should consult the Superintendent/designee or District copyright officer before use.

Violations:

- Employees in violation of copyright law may be required to remunerate the school in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

Adopted: date of manual adoption

LEGAL REF.: 17 U.S.C. 101 *et seq.*

CROSS REF.: IJNDC – Use of Artificial Intelligence

ADVISORY 271

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate Use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, flash drives, memory cards or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to receive instruction in and follow its guidelines and procedures for appropriate use. Instruction in appropriate online behavior shall include how to interact with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action.

Each user will be required to sign an EIS user agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed, and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Web and Internet Publishing

Documents created for the Web must have a purpose that falls within at least one (1) of the following two (2) categories: 1) Support of curriculum, instruction, and learning, and 2) Communication with parents and the community.

All information must accurately reflect the mission, goals, policies, program, and activities of the School District. All subject matter should relate to curriculum, instruction, and general information that is appropriate, or it should relate to activities of the District or the schools within the District.

Filtering and Internet Safety

The District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- Access to inappropriate matter.
- Safety and security in direct electronic communications.
- Unauthorized online access or activities.
- Unauthorized disclosure, use and dissemination of personal information.

Electronic communication directed at a student, that is published with the intent that it be seen by or disclosed to that student and that substantially interferes with the student's ability to participate in or benefit from the services, activities or privileges provided by the public school are prohibited.

The Superintendent is responsible for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Adopted: date of manual adoption

LEGAL REF.: 20 U.S.C. 9134, The Children's Internet Protection Act
47 U.S.C. 254, Communications Act of 1934 (The Children's
Internet Protection Act)

CROSS REF.: EGD - Use of Technology in Office Services
IJNDC – Use of Artificial Intelligence

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

REGULATION

(Safety and use of Electronic Information Services)

Use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. Filtering, monitoring, and access controls shall be established and regularly updated to:

- Limit access by minors to inappropriate matter on the Internet and World Wide Web.
- Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- Restrict access by minors to materials harmful to minors.

Content Filtering

A content filtering program or similar technology shall be used on the networked electronic information system (EIS) as well as on standalone computers capable of District authorized access to the Internet. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a District adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access.

Monitoring

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District electronic information systems (EIS) or standalone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs.

Access Control

Individual access to the EIS shall be by authorization only. Designated personnel may provide authorization to students and staff who have completed and returned an electronic information services user agreement. The Superintendent may give authorization to other persons to use the EIS.

Acceptable Use

Each user of the EIS shall:

- Receive instruction about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- Use the EIS, including any approved artificial intelligence (AI) tools, to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail, ~~or~~ direct electronic communication, and AI tool interactions, are is not private and may be read and monitored by school personnel employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS or any AI tools for commercial purposes.
- Follow the District's code of conduct and, when using AI tools, rules and policies related to academic integrity.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.

- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Each user will be required to sign an EIS user agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. Accounts may be closed, and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Details of the user agreement shall be discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources through school equipment.

**USE OF TECHNOLOGY RESOURCES
IN INSTRUCTION**

EXHIBIT

ELECTRONIC INFORMATION SERVICES **EXHIBIT**
USER AGREEMENT

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable use. Each user must:

- Use the EIS, including but not limited to approved artificial intelligence (AI) tools, to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail, ~~or~~ direct electronic communication, and AI tool interactions, are ~~is~~ not private and may be read and monitored by school personnel ~~employed persons~~.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS or any AI tools for commercial purposes.
- Follow the District's code of conduct and, when using AI tools, rules and policies related to academic integrity.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.

- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:*
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

Services.

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

By signing this agreement, I acknowledge receiving training in appropriate online behavior and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated, including those pertaining to the. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Signature _____ Date _____
(Student or employee)

School _____ Grade (if a student) _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above-named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, bullying, hazing, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

ADVISORY 272

USE OF ARTIFICIAL INTELLIGENCE

This policy governs the ethical and effective use of Artificial Intelligence (AI) tools and technologies by students, employees, contractors, and providers operating within or on behalf of the District. It is designed to enhance teaching and learning through safe, equitable, and responsible AI integration, equip students with the foundational skills necessary to adapt to and thrive in an increasingly digital society, safeguard student privacy and data security, and preserve academic integrity and equitable access for all learners. The use of Generative AI is the primary, but not the exclusive, focus of this policy.

The use of AI in the education environment shall be limited to approved educational purposes and shall comply with all applicable state and federal laws, regulations, board policies, administrative regulations and school rules. The Superintendent may make additional rules or administrative procedures relating to the use of AI in the District, provided they are consistent with this policy and documented transparently.

Definitions

Artificial Intelligence (AI): Technologies and tools that perform tasks typically requiring human intelligence, such as large language models, generative AI, image recognition, and adaptive learning software.

Generative AI: A subset of AI that can generate new content, such as text, images, music, code, or videos based on human prompts and inputs.

District-Approved AI Tools: AI technologies reviewed, vetted, and approved for age-appropriate educational use by students or district personnel.

AI Literacy and Instructional Integration

The District shall provide age-appropriate instruction to students regarding:

- How AI works, including its benefits, limitations, and risks.
- The safe, ethical and responsible use of AI, including awareness of bias, misinformation, and data privacy.
- Critical thinking when engaging with AI-generated content.
- Issues associated with academic integrity and the appropriate citation of original sources for quotations, facts, information, statistics, dates or the paraphrased statements of others.
- Issues related to safety, privacy, misinformation, deception, and fraud that students can encounter in connection with the use of AI by others.

Educators may integrate AI into instruction in ways that promote inquiry, creativity, and digital responsibility. Teachers and/or administrators will actively monitor AI usage by students to ensure a proper understanding and to maintain a safe and productive learning environment.

Unacceptable Uses of AI

The following student uses of AI are prohibited in the educational environment:

- Submitting AI-generated content (e.g., essays, problem sets, code, artwork) as original work unless explicitly permitted by the teacher. Use of AI in schoolwork, if allowed, must be clearly acknowledged and cited in accordance with school guidelines.
- Using AI tools to generate or complete assignments, tests, or quizzes without teacher authorization; bypassing assigned readings, projects, or study requirements; or accessing unauthorized solutions, summaries, or interpretations during assessments.
- Using AI to avoid learning processes or skill development intended by the curriculum, or falsely simulating participation in class discussions, labs, or other interactive tasks.
- Using AI to create or submit fabricated sources, citations, data, or academic content that does not exist or misrepresents factual accuracy.
- Inputting, uploading, or sharing personally identifiable information (PII) about themselves or others—including full names, addresses, student ID numbers, phone numbers, medical information, or other private identifiers—into AI tools, platforms, or systems, whether school-managed or third-party, unless explicitly authorized by school personnel.
- Using AI tools to threaten, intimidate, harass, bully, or defame any person or generate content to do the same. Using any AI system to access, create, or display harmful or inappropriate content that is threatening, obscene, disruptive, or sexually explicit, or that constitutes harassment or discrimination of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, or religion is prohibited.
- Using AI tools or platforms during class or for schoolwork unless the tool has been approved by the teacher or school administration. Using AI on personal devices when used to gain an unfair advantage or circumvent academic expectations is also prohibited.
- Using AI tools or platforms in any other manner that would violate the law, this or other District policies, or school rules.

The following uses of AI by employees, contractors, and volunteers are prohibited:

- Inputting, uploading, or sharing any student PII—including names, identification numbers, contact information, health records, or educational data—into AI platforms or tools unless expressly authorized and in compliance with District data privacy policies and applicable law.

- Inputting, uploading, or sharing other confidential or sensitive information about another person, and using AI to generate, share, or store sensitive student or staff information in a manner that compromises confidentiality or violates legal obligations.
- Using AI to complete assignments, assessments, or official documents in ways that misrepresent authorship or breach professional ethics.
- Accessing or deploying AI applications or services for work-related purposes without prior approval from the Superintendent/designee.
- Using AI tools to threaten, intimidate, harass, bully, or defame any person, or to generate content to do the same. Using any AI system to access, create, or display harmful or inappropriate content that is threatening, obscene, disruptive, sexually explicit, a violation of professional conduct standards, or that constitutes harassment or discrimination of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or other protected characteristics is prohibited.
- Using AI to make final determinations on student assessments and grading.
- Using AI in making final decisions regarding employee hiring, retention, promotion, transfer, evaluation, demotion or termination/discharge. AI may not be used as a substitute for human judgment.
- Using AI tools or platforms in any other manner that would violate the law, this or other District policies, or school rules.

Academic Integrity

Student use of AI for academic purposes must be conducted under the supervision or with the approval of the applicable classroom teacher and must comply with the instructional guidelines and expectations established by the teacher. Teachers shall communicate assignment expectations including whether AI use is or is not permitted, and the requirements and parameters of such use. Unauthorized use of AI—whether on District or personal tools or devices—may be treated as academic dishonesty, cheating, plagiarism, or other violation of student conduct rules.

Teachers and administrators may use District-approved AI detection tools to assist in identifying unauthorized AI use or academic integrity issues, but may not rely on results from AI detection tools as the sole determination of unauthorized use or academic integrity. Teachers who suspect plagiarism or other academic dishonesty on any assignment may, but are not obligated to, require a student(s) to demonstrate their understanding of the material in some other way.

Vetting and Use of AI Tools

Only District-authorized Generative AI tools and resources may be used on District computers and in District schools and programs. AI tools not vetted or on the approved list shall not be used in any official capacity. Staff shall consult the District’s list of authorized Generative AI tools and resources prior to implementation in the educational environment. All AI tools used in instruction or administration must be reviewed by the Superintendent/designee to ensure:

- Age and grade appropriateness and alignment with District educational goals and curriculum standards.
- Mitigation of bias, stereotyping, or misinformation and the protection against student access to obscene or harmful materials.
- Compliance with federal and state data privacy laws and District policies.
- Compatibility with existing systems and low risk to network security or data integrity.

The District will periodically review approved AI tools for age-appropriateness, bias, privacy protections, accessibility standards, compliance, effectiveness, and security updates, and remove or restrict use if risks emerge.

Data Privacy and Security

The District and individual District-users must ensure confidential, sensitive, and privileged information is protected when using AI. District users shall not share any confidential, sensitive, privileged or private information when using, prompting, or communicating with AI tools. Such information includes student records, employee personnel records, and health records.

Training and Professional Development

The District shall provide instructional staff with professional development opportunities addressing the effective and safe integration of Generative AI to enhance teaching and learning, including:

- AI literacy and the capabilities and limitations of Generative AI.
- Ethical use of Generative AI and the detection of its misuse.
- Effective and equitable classroom integration strategies and parameters supporting student critical thinking.
- Monitoring and evaluating AI-generated work.
- The safety and security of student personally identifiable information and other confidential information.

- Use guidelines for District-approved AI tools

Equity and Accessibility

The District will provide equitable opportunities to develop AI literacy as appropriate for students' age and grade level. The District shall provide additional training, when needed, and address accessibility needs to provide equitable access to AI tools and resources for students and staff including, but not limited to, individuals with disabilities and English Learner students.

Use of Copyrighted Materials and AI-Generated Content

Individuals using Generative AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials.

Policy Violations and Misuse

Students may be disciplined and employees may be disciplined or terminated for violating these prohibitions, including violations that occur off campus and create a nexus to the educational environment.

AI users are responsible for their own use or misuse of AI. The District shall not be responsible for the dissemination, replication or alteration of information or data input by any student or staff into any Generative AI tool or resource.

Users of Generative AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts.

Illegal use of AI, intentional modification without permission or damage to files or data belonging to others, copyright violations, and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

Adopted: date of manual adoption

LEGAL REF.: 6.29.1.9 NMAC
15 U.S.C 6501-6506 Children's Online Privacy Protection Act
20 U.S.C 1232g Family Educational Rights and Privacy Act
20 U.S.C 7131 Internet Safety
20 U.S.C. 9134, The Children's Internet Protection Act
16 C.F.R 312.1-312.12 Children's Online Privacy Protection Act
34 C.F.R Part 99 Family Educational Rights and Privacy Act
FR 54.520 Children's Internet Protection Act certifications

CROSS REF.: EGAD - Copyright Compliance
IJNDB - Use of Technology Resources in Instruction
IJNDB-R - Use of Technology Resources in Instruction Regulation
IJNDB-E - Use of Technology Resources in Instruction Exhibit
JIC - Student Conduct
JICD - Student Harassment/Bullying/Cyberbullying Prevention
JR - Student Records