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SPRINGS PUBLIC SCHOOLS | TN
EMPOWER ACADEMY

Subject: Artificial Intelligence (AI) Use Policy

Annual Review: 7/7/2026

Approved By: Board of Directors

Policy: 4010

1. Purpose

This policy establishes the responsible use of Artificial Intelligence (AI) by students, teachers, and staff of Springs Public Schools Tennessee (SPSTN). The goal is to support instructional goals while upholding academic integrity, data privacy, and digital citizenship among all members of the school community.

2. Definition of Artificial Intelligence

As defined by Tennessee law, for the purposes of this policy:
"Artificial intelligence" means a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments and that is capable of using machine and human-based inputs to perceive real and virtual environments, abstract such perceptions into models through analysis in an automated manner, and use model inference to formulate options for information or action.

3. Guiding Principles

Springs Public Schools Tennessee recognizes that AI tools can enhance learning, increase productivity, and prepare students for a digital future. However, AI must be used ethically, transparently, and in alignment with age-appropriate instructional goals.

Students are expected to complete assignments honestly, and use of AI must be disclosed when applicable. Student data may not be shared with third-party AI platforms without verified parental consent. All students will be provided equitable access to AI learning opportunities and instruction in responsible use. Students will also be taught how to evaluate AI-generated information critically and ethically.

4. Student Use of AI

AI tools, such as text generators or learning assistants, may only be used when explicitly permitted by a teacher and must serve the purpose of the assignment. Students are not allowed to use AI to complete graded assignments or assessments without direct teacher approval. Any use of AI to plagiarize, fabricate content, or avoid meaningful learning will be treated as academic dishonesty. Students will receive instruction that is developmentally appropriate on how to use AI safely and responsibly.

5. Teacher and Staff Use of AI

Educators may use AI tools to support lesson planning, idea generation, instructional differentiation, or classroom enrichment. However, all AI-generated content must be reviewed and verified by the teacher prior to use in the classroom. Teachers and staff may not use AI in any manner that violates student privacy laws such as FERPA or IDEA. Personally identifiable student data must never be submitted to AI platforms unless the platform is district-approved and includes necessary protections and parental consent.

6. Prohibited Uses of AI

Using AI to impersonate others, falsify records, or create deceptive content is strictly prohibited. AI must not be used to monitor or evaluate student behavior or performance without clear human oversight and full disclosure to families.

7. Enforcement and Oversight

This policy will be reviewed each year by the school leadership team and revised as necessary. Staff will receive training on the responsible and compliant use of AI technologies. Violations of this policy by students will be handled in accordance with

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the student Code of Conduct. Staff violations will be addressed under the terms of the employee handbook and may result in disciplinary action.

8. Annual Reporting Requirement

In compliance with state law, Springs Public Schools Tennessee will submit this AI policy and a description of enforcement plans to the Tennessee Department of Education by July 1 of each year. The annual submission will include any revisions and a summary of how the policy will be implemented in the upcoming school year.

9. Family Communication

This policy will be shared annually with families as part of the Family Handbook and will be posted on the school's website. Parents may contact the school administration with questions or to request a review of the AI tools used in classrooms.

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