



Artificial Intelligence (AI) Use in Education Policy

Purpose

Colorado Military Academy recognizes that Artificial Intelligence (AI) technologies are increasingly used in education and professional environments. When used responsibly, AI can enhance teaching, learning, research, and operational efficiency.

This policy establishes expectations for the ethical, responsible, and secure use of AI tools by students, staff, and administrators while protecting student privacy, maintaining academic integrity, and ensuring compliance with state and federal law.

Definitions

Artificial Intelligence (AI): Computer systems capable of performing tasks typically requiring human intelligence, including generating text, images, analysis, predictions, or recommendations.

Generative AI: AI systems capable of producing original content such as text, images, or code in response to prompts.

AI-Assisted Work: Work that includes ideas, drafts, or content created with assistance from AI tools.

Guiding Principles

Colorado Military Academy supports responsible AI use guided by the following principles:

- Human oversight must remain central to all decision-making.
- Student learning and critical thinking must remain the primary objective.
- Student data privacy must be protected at all times.
- Transparency and disclosure are required when AI contributes to academic work.
- Equitable access to educational technology should be maintained.

Acceptable Uses

AI may be used by students and staff to support learning and productivity, including:

Instructional Uses

- Brainstorming and idea generation
- Tutoring and concept explanations
- Coding assistance

- Research organization
- Language translation or grammar support

Staff and Operational Uses

- Lesson planning
- Curriculum development
- Communication drafting
- Data analysis support
- Administrative productivity tasks

All AI-generated outputs must be reviewed by the user for accuracy and appropriateness.

Prohibited Uses

The following uses of AI are prohibited:

- Submitting AI-generated work as original student work when not permitted by the instructor
- Using AI to complete assessments intended to measure independent student performance
- Entering confidential student information into public AI systems
- Entering personally identifiable information including student names, grades, disciplinary records, IEP or 504 information
- Using AI tools to create harassment, misinformation, or inappropriate content
- Bypassing school technology safeguards

Academic Integrity

Students must comply with the school's academic integrity expectations when using AI tools.

Students must:

- Follow teacher instructions regarding AI use
- Disclose when AI was used in assignments
- Cite AI tools when required by the instructor
- Demonstrate understanding of submitted work

Failure to comply may be treated as academic dishonesty.

Staff Responsibilities

Staff members using AI tools must:

- Maintain professional judgment when using AI outputs
- Verify accuracy of AI-generated information
- Avoid uploading confidential student information
- Ensure AI use aligns with school-approved technology practices

AI may not be used as the sole basis for grading, disciplinary decisions, or student evaluations.

Data Privacy and Security

AI tools used by the school must comply with:

- FERPA
- Colorado Student Data Transparency and Security Act
- School technology security standards

The IT/Data Services department shall maintain a list of approved AI tools for use within the school environment.

Technology Governance

The IT/Data Services department shall:

- Evaluate AI tools for security and privacy compliance
- Maintain approved AI tool guidance
- Provide training for staff and students on responsible AI use
- Monitor emerging AI technologies impacting education

Accessibility and Equity

AI tools used in instruction must support accessibility requirements including compliance with HB21-1110 digital accessibility standards and equitable access for all students.

Implementation

The administration may develop administrative procedures and guidance documents to implement this policy, including:

- AI classroom guidelines
- Staff AI usage guidance
- Approved AI tool lists
- AI disclosure expectations for assignments

LEGAL REFS:

Federal Law

20 U.S.C. §1232g – Family Educational Rights and Privacy Act (FERPA)

34 CFR Part 99 – FERPA Regulations

15 U.S.C. §§6501–6506 – Children’s Online Privacy Protection Act (COPPA)

47 U.S.C. §254 – Children’s Internet Protection Act (CIPA)

20 U.S.C. §1400 et seq. – Individuals with Disabilities Education Act (IDEA)

29 U.S.C. §794 – Section 504 of the Rehabilitation Act of 1973

Colorado Law

C.R.S. §22-16-101 et seq. – Student Data Transparency and Security Act

C.R.S. §6-1-1701 et seq. – Colorado Artificial Intelligence Act

C.R.S. §24-85-101 et seq. – Digital Accessibility Law (HB21-1110)
C.R.S. §22-1-123 – Confidentiality of Student Records