



WHERE DIFFERENCES ARE OUR STRENGTH

Policy For Use of AI In the Classroom

- I. **Belief:** Town & Country School acknowledges that Artificial Intelligence (AI) and corresponding emergent technologies have made a significant impact on education and will continue to do so in the future. AI has the potential to enhance or hinder educational growth depending on its application. It is imperative that schools understand AI and develop comprehensive safeguards for its use in the classroom.
- II. **Utilization in the Classroom:** Implemented properly, AI can help personalize instruction, augment teaching methods, provide interactive tutoring, display current data to teachers, supplement curriculum, and support students with learning differences.
- III. **Guidelines:** Town & Country school implements the following guidelines to ensure that AI is used properly in the classroom.
 - a. All AI tools used in the classroom will be administered by the teacher.
 - b. AI may only be used as a supplemental instructional tool as opposed to being the foundational instructional method for teachers.
 - c. Town & Country school teachers will instruct students how to evaluate AI responses with information literacy skills, create prompts, and comprehend the benefits and limitations of AI tools.
 - d. Town & Country School administration will provide guidance and oversight to teachers on the use of AI as an instructional tool.
 - e. Town & Country School administration and teachers will evaluate AI tools for equity, accessibility, and neutrality.
 - f. AI tools will not be used for grading, discipline, student placement, determining student accommodations, or any other action that requires the discretion and evaluation of an administrator and/or a teacher.

IV. Protecting Student Data:

- a. The protection of student data and privacy is paramount to using AI in the classroom.
- b. Town & Country School will be proactive in restricting and/or eliminating student data shared with AI tools.
- c. All AI tools utilized in the classroom must comply with state and federal laws regarding student and user privacy.

V. Professional Development

- a. Town & Country School will provide professional development training on AI tools to teachers and staff as needed.
- b. Emphasis will be placed on professional development training that adheres to the tenets outlined in the school's AI policy.

VI. Student expectations

- a. Town & Country School students are expected to only use AI tools in accordance with their teachers and the school's AI policy.
- b. Town & Country School students are expected to only use AI tools in a manner that does not compromise their academic integrity.
- c. Students that violate Town & Country School's AI policy may face disciplinary action as warranted.