

Personnel – Certified/Non-Certified Instruction

Artificial Intelligence

The CREC Council (Council) is committed to fostering a dynamic and engaging learning environment that leverages the advances in Artificial Intelligence (AI) to enhance instruction and student learning outcomes, and equip students with the skills needed for success in the digital age.

The Council has established guidelines for the responsible use of AI tools and technologies by CREC staff (both instructional and non-instructional), and by students, that foster compliance with ethical, legal, and educational best practices, while promoting innovation, equity, and accountability. As with all technologies, users of AI must be mindful of and adhere to all considerations ensuring responsible and ethical use, especially as it relates to mitigating bias, promoting transparency, and ensuring that the benefits of AI are accessible by all students.

Definitions

AI Tools are technologies that automate processes or provide recommendations based on data patterns, including but not limited to, generative AI, adaptive learning platforms, intelligent tutoring systems, and predictive analytics.

Responsible Use is use that adheres to ethical standards, legal requirements, and CREC’s mission to promote equitable and inclusive education.

Guiding Principles

1. Human Oversight - AI tools are intended to support, not replace, human judgment.
2. Equity and Inclusion - AI tools should aim to enhance equity, reduce disparities, and mitigate biases.
3. Transparency - CREC encourages users to develop an understanding of the function, scope, and limitations of AI tools, by providing resources to support informed use.
4. Privacy and Security – AI tools users must comply with FERPA, HIPAA, Connecticut privacy laws, and all other relevant laws and regulations.

Acceptable Use Guidelines

For Non-Instructional Staff

- AI tools may be utilized to streamline workflows, improve data analysis, and enhance administrative decision-making.
- Staff are encouraged to review AI outputs critically to support fair, ethical, and unbiased decision-making.

- Staff must not rely solely on AI for decisions affecting individuals (e.g., hiring, evaluation, or disciplinary actions).
- All uses of AI tools must align with CREC's mission of equity, integrity, and inclusivity.
- Staff are expected to exercise diligence in ensuring that sharing data with AI tools aligns with federal and state privacy laws (e.g., FERPA, GDPR).
- Sensitive or confidential information may only be shared with AI systems that are approved by CREC Operations.
- Staff are encouraged to document AI use, including its purpose, outcomes, and any identified limitations or risks, where practical.
- When relevant, staff must provide clear explanations of AI-driven processes to stakeholders.

For Instructional Staff

- Staff may use AI tools to assist in creating, refining, and differentiating lesson plans, assessments, and instructional materials, while maintaining responsibility for ensuring the appropriateness and quality of the final content.
- Staff must ensure that AI outputs align with curriculum goals and maintain academic integrity.
- When using AI tools, staff must encourage creative uses, in order to enhance engagement and foster innovative teaching methods.
- Use of AI tools must maintain the role of the teacher as the primary decision-maker in instructional processes.
- Staff must validate AI-generated recommendations, ensuring that they meet students' individual needs and align with CREC's educational best practices, and reflect accurate and reliable content.
- When use of AI tools is appropriate, staff must ensure equitable access to CREC-approved AI tools for all students, including those with disabilities or those from underserved communities.
- Staff must avoid AI-driven practices that could inadvertently perpetuate inequities, such as using biased datasets or excluding specific student populations.
- Staff must guide students on when and how to use AI tools responsibly by providing instruction and reminders on: the limitations and flaws of AI tools; how and when to cite and provide attribution of sources; when and where generative AI can and cannot be used; effective uses of generative AI; assuming responsibility for the results when using AI; when permissions and compliance with Terms of Use are required; what constitutes cheating; what constitutes support; and academic integrity.
- Staff must require students to acknowledge and document how they used AI tools.
- Staff must regularly remind students to think critically and to fact-check using primary sources; and that AI tools can have implicit biases and even present incorrect information;

and about the safety concerns in sharing personal and private information and data with AI tools.

- When the need arises to limit the use of AI tools, staff may: create lessons/assignments that would be challenging to complete with these tools; allow students to complete assignments in class; ask students to give oral presentations, or have them integrate the narrative of their search into their research/writing; or encourage project-based learning/assignments.

For Students:

- Students are permitted to use CREC-approved AI tools when appropriate for research, drafting, skill development, and other educational purposes.
- AI tools use must augment, not replace, student effort; assignments must reflect the student's mastery and work.
- Students must disclose their use of AI tools in assignments and projects where applicable, including how the tool was used. Failure to disclose this information may result in disciplinary action in accordance with CREC policies.
- Students are prohibited from using AI tools for plagiarism, generating essays or assignments without personal input, circumventing learning objectives, or engaging in any behavior that violates CREC policies on academic honesty (5143P Cheating).
- Students should develop the ability to evaluate AI outputs critically, including verifying facts, assessing potential biases, and identifying errors or hallucinations.
- Personal, sensitive, confidential information may only be shared with AI systems approved by CREC Operations.
- Any misuse of AI tools that involves cyberbullying, harassment, or other harmful behaviors will be addressed under CREC's policies on bullying (5131.911P) and cyberbullying (5131.913P).
- AI tools can be used to explore creative approaches to problem-solving and innovation, and fostering skills for future educational and professional contexts.
- Students must adhere to CREC's code of conduct and responsible use policies while interacting with AI tools.

Prohibited Uses of AI Tools

- Using AI tools to fabricate data or to engage in deceptive practices.
- Inputting personally identifiable information about students, employees, or others into unauthorized AI platforms.
- Developing AI tools without prior CREC approval.

AI Advisory Committee

CREC has established an Artificial Intelligence Ethics and Innovation Committee to evaluate and recommend AI tools and practices, ensure ongoing compliance, and oversee this policy's implementation. The committee is made up of representatives from stakeholding divisions across the organization.

Training and Support

CREC aims to support employees and students by facilitating access to approved AI tools and offering guidance to promote understanding of their ethical use and potential risks. CREC aims to provide ongoing opportunities for education and training on emerging AI technologies as needs are identified. CREC may provide (or arrange through approved vendors) training for staff on responsible AI use as requested or as needs arise.

Monitoring

Regular audits of AI tools and usage practices will be conducted to ensure adherence to this policy. Users are encouraged to report concerns regarding bias, inaccuracies, or unintended consequences of AI tool usage to CREC Technology Services.

Policy Violations

Violations of this policy will be subject to CREC's disciplinary procedures, which may include loss of access to AI tools, disciplinary actions, or other appropriate consequences.

Policy adopted: April 16, 2025

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut