NAVIGATOR POINTE ACADEMY

ARTIFICIAL INTELLIGENCE (AI) POLICY

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1. Purpose and Guiding Principles

Navigator Pointe Academy (NPA) recognizes that artificial intelligence (AI) technologies are increasingly present in educational and administrative environments. The purpose of this policy is to establish clear guidelines for the responsible, ethical, and lawful use of AI systems in support of student learning, educational effectiveness, and school administrative operations.

NPA insists that educators remain the primary evaluators of curriculum and instruction, that AI should not replace human judgment, and that student privacy, safety, and academic integrity are NPA's foundational principles of all AI use.

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2. Key Reasons for an NPA Artificial Intelligence (AI) Policy

NPA acknowledges the rapid advancement and widespread availability of artificial intelligence (AI) technologies across society, including within kindergarten through 8th grade educational settings.

The development of this policy is guided by the following considerations:

- AI tools are increasingly accessible to students, educators, administrators, and families.
- AI systems may support lesson planning, feedback, and operational efficiency when used responsibly.
- AI systems may present risks related to privacy, accuracy, bias, over-reliance, and misuse if not governed by clear standards.
- The Utah State Board of Education requires public schools, including charter schools, to adopt guidance governing AI use.
- NPA is committed to maintaining academic accuracy, intellectual honesty, human judgment, and character development consistent with its charter.

This policy ensures that AI use at NPA is properly managed without undermining human instruction, protects students and families, supports educators, and complies with Utah and federal laws.

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3. Scope of Policy

This policy applies to all uses of artificial systems by school staff and educators, students, and third-party service providers acting on behalf of Navigator Pointe Academy (NPA). It governs administrative, instructional, operational, and student uses of AI technologies on school-owned systems, personal devices used for school purposes, and vendor-provided platforms.

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4. Definitions

Artificial Intelligence (AI): Computer systems or software capable of performing tasks that typically require human intelligence, including generating content, analyzing data, recognizing patterns, or making predictions.

Open-Ended AI Tools: AI systems that generate responses dynamically using large language models rather than approved educational content.

Personally Identifiable Information (PII): Information that can identify an individual, including names, student identification numbers, dates of birth, addresses, online identifiers, or combinations.

Confidential Information: Sensitive information protected by law or policy, including student educational records, health data, disciplinary records, personnel files, and internal administrative data.

Protected Data: Any data governed by FERPA, COPPA, Utah Administrative Rule R277-487, or other applicable privacy laws.

Sensitive Materials: Content inappropriate for students due to age, subject matter, or safety concerns, including explicit, violent, discriminatory, or otherwise harmful material.

AI-Generated Content: Any text, image, audio, video, or data output created entirely or in part by an artificial intelligence system.

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5. Administration

5.1 Oversight Structure

NPA's director, in coordination with the Academic director and curriculum coordinator, along with designated technology and data-privacy personnel, shall oversee implementation of this policy. Final authority for adoption and material revisions rests with NPA's Governing Board.

5.2 Administrative Responsibilities

NPA administration is responsible for approving AI tools, ensuring staff training, monitoring compliance, and addressing reported concerns or incidents. NPA administrators shall ensure that AI use aligns with NPA's instructional philosophy, approved curriculum, and student protections.

5.3 Board Reporting and Review

NPA's administration shall provide the NPA Governing Board with a quarterly report summarizing AI tools in use, staff training completion, reported incidents, and recommended updates. This policy shall be reviewed annually to reflect evolving technology, guidance from the Utah State Board of Education, and legal requirements.

***Utah Reference*:** Utah Code §53G-5-301 and Utah Code §53G-5-302.

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6. Approved AI Tools and Vendor Vetting

6.1 Approval Requirement

NPA teachers may use AI tools for lesson planning instructional design NPA administration supports the appropriate use of AI tools to enhance instruction, special education, and operations as long as strict confidentiality and sensitive data are safeguarded.

6.2 Evaluation Standards

AI tools shall be evaluated for educational alignment, age appropriateness, instructional value, data privacy protections, and legal compliance. Tools must support, not replace human instruction.

6.3 Vendor Protections

NPA vendors must prohibit the sale of student data, limit secondary data use, disclose retention and deletion practices, and comply with FERPA and COPPA requirements.

Example: A teacher may request approval for an AI-assisted reading support tool; administrative approval depends on privacy terms and instructional alignment.

***Reference*:** FERPA; COPPA; Utah Administrative Rule R277-487.

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7. Instructional Use of AI by Educators

NPA teachers may use AI tools for lesson planning, instructional design, differentiation, assessment development, and organization tasks, provided they do not enter, upload, or share any personally identifiable student information or other confidential school data. When used appropriately, AI can be a valuable tool that enhances teacher effectiveness and instructional quality.

Educators remain fully responsible for the accuracy, appropriateness, and alignment of all school materials used with students. In addition, AI shall not be used to autonomously grade high-stakes assessments or make instructional decisions without teacher and NPA administration review.

Examples: Allowing AI to completely assign grades without teacher verification.

Utah Reference: Utah Educator Standards; Utah Admin Rule R277-515.

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8. Student Use of Artificial Intelligence (AI)

Students' use of AI must be developmentally appropriate and must be authorized by a teacher. Independent student use of open-ended AI tools is restricted for elementary grades unless approved by NPA's director.

AI may not replace original student thinking or effort. Teachers will clearly define when and how AI use is permitted for assignments.

Examples:

- Permissible: guided use of AI to brainstorm vocabulary words.
- Impermissible: submitting AI-generated essays as original work.

Utah Reference: Utah Code §53G-5-301, Utah Code §53G-8-205, and Utah Code §53G-9-602.

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9. Academic Integrity and Disclosure

Academic integrity remains central to NPA's mission. AI tools may not be used to misrepresent student learning, circumvent instructional objectives, or replace school approved curriculum.

Teachers should require students to disclose AI assistance in connection with all submitted work. Failure to follow disclosure expectations may constitute academic dishonesty.

Utah Reference: Utah Code §53G-8-205.

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10. Data Privacy, Security, and Records Management

NPA complies with FERPA, COPPA, Utah Administrative Rule R277-487, and applicable data-privacy laws. AI systems shall not be used to input or process protected student data unless explicitly approved by the school director and contractually safeguarded.

AI-generated content created as part of school operations may constitute an education or administrative record and is required to be managed accordingly.

Utah Reference: R277-487 (Student Data Privacy).

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11. Special Education, Section 504, and Accessibility

AI tools may support accommodations only when consistent with a student's IEP or Section 504 plan and shall not replace required human-provided services. AI tools may not independently generate eligibility determinations, IEP goals, or placement decisions without being strictly monitored.

Accessibility requirements apply to all NPA approved AI tools to ensure equitable access for students with disabilities.

Utah Reference: Utah Code §53G-11-302.

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12. Administrative and Operational Use of AI

All AI tools used in drafting communications, planning, or internal analysis must have final decisions reviewed and approved by authorized personnel. AI tools will not be used to make disciplinary, employment, or evaluation decisions without human assessment.

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13. Parent/Guardian Notic and Transparency

NPA shall provide general notice to parents/guardians regarding instructional AI use and safeguards in place. Families may raise concerns or request clarification through established school communication channels.

Utah Reference: FERPA parental rights provisions.

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14. Training, Awareness, and Compliance Expectations

Navigator Pointe Academy (NPA) does not provide instruction in AI tools, techniques, or independent AI use. Instead, this policy establishes expectations for **awareness, supervision, and compliance** related to limited and controlled exposure to AI technologies in educational settings.

14.1 Staff Training and Responsibilities

NPA Staff can request to have supervised limited AI use training focused on:

- understanding the scope and limits of permitted AI use under this policy,
- protecting student data and privacy,
- maintaining academic integrity and instructional accountability,
- recognizing and preventing prohibited uses of AI as outlined in Section 15.

Such training is intended to ensure staff compliance with school policy and applicable law, not to promote or expand AI use in classrooms.

14.2 Student Awareness and Digital Citizenship

Students shall receive age-appropriate instruction in **digital citizenship**, emphasizing:

- honesty and originality in academic work,
- responsible behavior when encountering digital tools or content,
- understanding that AI-generated content may be inaccurate, misleading, or inappropriate,
- compliance with school rules governing technology use.

Student instruction should not include training on how to independently use AI tools or techniques.

14.3 Alignment with Prohibited Uses

All staff and student awareness activities under this section shall be aligned with the prohibitions and limitations set forth in Section 15 of this policy. The purpose of this section is to prevent misuse, confusion, and over-reliance on AI technologies, not to normalize or encourage their use.

14.4 Guidance Reference

NPA recognizes the **non-regulatory guidance** issued by the Utah State Board of Education regarding responsible technology oversight and digital citizenship and does not create a requirement to teach AI skills or tools.

Utah Reference: Utah State Board of Education.

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15. Prohibited Uses of Artificial Intelligence (AI)

15.1 General Prohibitions

The use of AI tools at Navigator Pointe Academy (NPA) is subject to clear limitations. AI systems should not be used in any manner that undermines student learning, violates privacy protections, bypasses school safeguards, replaces school approved curriculum, or conflicts with applicable laws or policies.

15.2 Prohibited Uses by Students

Students are prohibited from using AI systems to:

- Complete assignments, assessments, or academic work in place of original student effort unless explicitly authorized by an educator.
- Submit AI-generated content as original work without disclosure or permission.
- Bypass instructional objectives, grading expectations, or classroom rules.
- Access, generate, or distribute content that is inappropriate, explicit, violent, discriminatory, or otherwise harmful.
- Attempt to bypass school content-filtering systems, monitoring tools, or security controls.
- Impersonate another individual or misrepresent authorship or identity.
- Create or distribute deep-fake images, audio, or video involving students, staff, or other individuals.
- The use of AI to harass, intimidate, bully, or target others, including through synthetic or altered content.

15.3 Prohibited Uses by NPA Educators and Staff

Employees and NPA staff are prohibited from using AI systems to:

- Replace professional judgment in instructional planning, grading, or student evaluation.
- Enter or process protected student data, personally identifiable information, or confidential records into unapproved AI systems.
- Rely on AI outputs without human review, verification, and accountability.
- Use AI systems in a manner that misrepresents student progress, performance, or achievement.
- Deploy AI tools with students without NPA administrative approval.
- Use AI systems to make high-stakes decisions affecting students, including disciplinary actions, eligibility determinations, placement decisions, or special education determinations without required human processes.
- The use of AI to generate official evaluations, disciplinary findings, or employment decisions without independent human review.

15.4 Prohibited Administrative and Operational Uses

AI systems shall not be used to:

- Make independent decisions regarding student discipline, staff employment, compensation, or termination.
- Conduct investigations, interrogations, or determinations related to misconduct without human oversight.
- Generate official school records, reports, or communications without administrative review and approval.
- Engage in profiling or automated risk scoring of NPA staff or students.

15.5 Legal and Policy Violations

Any AI use that violates federal law, Utah law, Utah State Board of Education rules, NPA Governing Board policy, or the NPA Student Code of Conduct is strictly prohibited.

Legal Authority Clarification:
These prohibitions are enforced pursuant to:

- **Utah Code §53G-5-301**.
- **Utah Code §53G-8-205**.
- **Utah Code §53G-9-602**.
- FERPA, COPPA, and Utah Administrative Rule **R277-487.**

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16. Safety, Monitoring, and Incident Response

All AI-related safety incidents shall be reported promptly to the school director, documented, investigated, and addressed according to school policy.

***Utah Reference*:** Utah Code §53G-8-211.

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17. Compliance, Enforcement, and Consequences

Violations of the NPA AI Policy may result in disciplinary action consistent with student conduct codes, employee policies, and applicable federal and state law.

***Utah Reference*:** Utah Code §53G-9-602 and Utah Code §53G-5-301.

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18. Board Resolution for Adoption

RESOLUTION:
The Governing Board of Navigator Pointe Academy hereby adopts the Artificial Intelligence (AI) Policy, effective upon approval, and directs administration to implement, monitor, and review the policy annually.

Adopted by the Governing Board: August 20, 2026