AI Policy Starter Kit for High Schools

A model board policy on student and staff use of AI, with a state-law check and notes for your attorney.

WHO ADOPTS IT	WHO DRAFTS IT	PAIRS WITH
School board or charter governing board, after legal review	A principal or district lead, with teachers, a parent, and a student	Guides 2 to 7 in this toolkit, which put each section into practice

Step 1. Check your state first

Some states now require schools to adopt an AI policy, and some set what it must contain. We checked three states for this guide, as of November 2026. For any other state, ask your state education agency and your school attorney before you start.

STATE	WHAT THE LAW REQUIRES	WHAT TO USE
Florida	Every district school board and charter school governing board must adopt and implement an amendment to its internet safety policy on AI instructional tools by **July 1, 2027**. The rule lists 18 minimum requirements, including parent opt-in, plus a ban on certain chatbot designs. Rule 6A-1.0957(3)(e), (f)	This starter policy does **not** meet the rule on its own. Use the Ethics Lab **Florida AI Compliance Kit**, which follows the rule clause by clause.
Ohio	Each school district, community school, and STEM school had to adopt a policy on the use of AI by **July 1, 2026**. The Department of Education and Workforce has published a model policy. R.C. 3301.24	Use this kit when you review or revise the policy you adopted. Compare it with the state model policy at education.ohio.gov.
Tennessee	Each local board of education and public charter school governing body must adopt a policy on the use of AI "by students, faculty, and staff for instructional and assignment purposes." Pub. Ch. 550 (2024)	This kit, with counsel review against the enacted text.

Step 2. Fill it in, then send it to counsel

1. Replace every blank line with your school's details. Text in [square brackets] is a choice your board makes, such as a time limit.
2. Delete options that do not fit. Section 6.2 asks you to choose opt-in or opt-out for families.
3. Send the draft and the notes for counsel on the last page to your board attorney before the first reading.
4. After adoption, give teachers Guides 2 and 6, students Guide 3, and families Guide 4, so everyone works from the same rules.

> This is a template, not legal advice. The gray tags marked FL show where a clause matches a Florida requirement; they are there for reference and do not make this policy Florida-compliant.

Model policy: Use of Artificial Intelligence

POLICY _____ · ADOPTED _____ · OWNER: _____ (THE "AI POLICY LEAD")

Section 1. Purpose and scope

1.1 _____ (the "School") allows the use of artificial intelligence (AI) where it supports learning, and sets limits that protect academic honesty, student privacy, and the role of teachers and parents.

1.2 This policy applies to students and staff. It covers AI tools the School provides, AI features inside software the School already uses, and any AI tool a student uses to complete schoolwork.

Section 2. Definitions

2.1 **Generative AI** means software that produces text, images, audio, video, or computer code in response to a request (a "prompt").

2.2 **AI tool** means any application, website, or software feature that uses AI to produce content, feedback, scores, or recommendations.

2.3 **Approved AI tool** means an AI tool on the School's Approved AI Tools List under Section 5.

2.4 **AI use level** means the amount of AI use a teacher permits for a course or assignment, from Level 0 (no AI) to Level 3 (AI as a collaborator), as described in the School's classroom AI use levels.

2.5 **Personal information** means information that identifies a student or staff member, including names combined with other details, contact information, ID numbers, passwords, health or disability information, discipline records, photos, and voice recordings.

Section 3. Principles

3.1 **People make decisions.** AI output may inform staff, but a qualified staff member reviews the output and the information behind it, and makes every decision about grades, academic integrity, discipline, placement, evaluations, referrals, and communications about an individual student. FL (3)(e)10

3.2 **AI supports teachers and parents.** AI tools supplement and do not replace the professional judgment of teachers or the role of parents in their children's education. FL (3)(e)4

3.3 **Honesty about AI use** is expected of students and staff.

Section 4. Student use and academic integrity

4.1 Each teacher states an AI use level in the course syllabus and on each major assignment. Where no level is stated, Level 0 applies and AI use is not permitted. FL (3)(e)9

4.2 Students follow the stated level and acknowledge any AI use in the form the teacher requires. Submitting AI-generated work as one's own, or using AI beyond the stated level, is a violation of the Code of Student Conduct and is treated like other plagiarism or unauthorized assistance.

4.3 To verify that work is the student's own, a teacher may ask for drafts, version history, prompt history, a written reflection on AI use, or a short conversation, and may ask the student to show mastery without AI. FL (3)(e)9

4.4 An assignment that requires AI names an approved AI tool. No student is required to create a personal account on a tool that is not on the Approved AI Tools List. A student who may not use the tool receives a comparable non-AI assignment with no effect on grades.

Section 5. Approving AI tools

5.1 No AI tool is made available to students until the AI Policy Lead, with the technology and curriculum staff, reviews it for privacy, safety, accuracy, accessibility, age requirements, and instructional value, and records the decision.

5.2 A tool is approved for student use only if the vendor has signed a written agreement that protects student data and bars the vendor from selling student data, using it for advertising, profiling students, or using it to train AI models. FL (3)(e)16, 17

5.3 The School posts the Approved AI Tools List and this policy at _____ and updates the list within [10 school days] of any change. FL (3)(e)13

5.4 When a vendor adds an AI feature to software the School already uses, the feature is reviewed under 5.1 before students use it. FL (3)(e)6

Section 6. Families

6.1 Before students use an approved AI tool directly, the School sends families a plain-language notice that names the tool, the grades and subjects, how students will interact with it, how to raise a concern or object, and the non-AI alternative. FL (3)(e)1

6.2 **Choose one.** [**Option A, opt-in:** A student uses the tool only after a parent or guardian gives written permission. No reply means no permission. Florida requires this option.] [**Option B, opt-out:** A student uses the tool unless a parent or guardian declines in writing.] A student without permission receives a comparable non-AI alternative with no effect on grades. FL (3)(e)1.e

6.3 Families may ask to see records of their child's use of an approved AI tool under the School's student records policy, Policy _____. FL (3)(e)14

Section 7. Suspected misuse

7.1 A teacher who suspects unauthorized AI use reviews the evidence, talks with the student, gives the student a chance to show their understanding, and documents the outcome before any consequence.

7.2 Output from AI-detection software is never by itself the basis for a finding or a consequence.

7.3 Consequences follow the Code of Student Conduct and match the seriousness of the case. A first case of using AI beyond the stated level ordinarily leads to redoing the work at the correct level. Repeated or serious cases may lead to [a grade of zero on the assignment and further discipline].

7.4 A student or parent may ask [the principal or designee] to review a finding within [5 school days] of being told about it.

Section 8. Privacy and safety

8.1 Students and staff do not enter personal information into an AI tool unless the tool is approved for that use.

8.2 The School does not provide students any AI tool that is designed, marketed, or configured to meet students' social or emotional needs, to simulate friendship or companionship, or to use human-like features to keep students using it. [Required in Florida. Outside Florida, a local choice.] FL (3)(f)

8.3 If an AI tool gives harmful content, exposes data, or acts in a way staff did not expect, staff stop using it and report to the AI Policy Lead the same school day. FL (3)(e)18

Section 9. Staff use

9.1 Staff may use approved AI tools to plan lessons, create materials, and draft documents. Staff check AI-generated material for accuracy and bias before using it with students or families.

9.2 [Optional] When AI drafts most of a message to a family, staff review it in full and remain responsible for its content.

Section 10. Training and review

10.1 Staff complete training on this policy, the limits and risks of AI, and student privacy before assigning an AI tool to students, and [annually] after that. FL (3)(e)11

10.2 Teachers explain this policy and the AI use levels to students at the start of each course.

10.3 The AI Policy Lead reviews this policy and each approved tool by _____ each year, with input from teachers, students, and families, and reports to the board. FL (3)(e)12

Adoption record

Adopted by (board or governing body)	**Date**
AI Policy Lead (name and role)	**Next review date**

Notes for counsel

Each note marks a place where we chose wording that a lawyer should confirm for your state and school.

1. **State law.** Check whether your state requires a policy or specific contents (Step 1). Florida schools should adopt the Florida AI Compliance Kit, which addresses the 18 requirements of Rule 6A-1.0957(3)(e) and the (3)(f) design ban.
2. **Opt-in or opt-out (6.2).** Florida requires opt-in for AI instructional tools students use directly. Elsewhere, choose based on state law and your community.
3. **Students 18 and older.** Decide whether an adult student may give their own permission under 6.2.
4. **Personal AI tools (1.2).** Confirm how far the policy can reach a student's own AI tools used off campus for schoolwork. We limited it to schoolwork.
5. **Vendor agreements (5.2).** Align contract terms with FERPA and your state's student privacy law. Many districts use a standard agreement such as the Student Data Privacy Consortium's National Data Privacy Agreement.
6. **Review of findings (7.4).** Align the review step and time limit with your Code of Student Conduct and any grade appeal process.
7. **Records.** The misuse documentation form (Guide 6) and records of student AI use may be education records. Set where they are kept and for how long.
8. **Bracketed values.** Time limits and consequences in brackets are our suggestions, not legal requirements.

Where The Ethics Lab can help

- **Teaching the policy:** free one-period lessons, including **Plagiarism and Copyright** and **Cheating**, with teacher guides, worksheets, and answer keys at **ethicslabs.ai/teacher-resources**.
- **A non-AI option:** every lesson can be taught from print with no student login. Our self-paced platform, learn.ethicslabs.ai, includes an AI tutor. If your students use it, review it like any other AI tool under Section 5 and send the family notice under Section 6.
- **Questions:** anik@ethicslabs.ai.

Sources. Rule 6A-1.0957, F.A.C., effective 10/29/2026, flrules.org/gateway/ruleNo.asp?id=6A-1.0957 · Ohio Rev. Code 3301.24, eff. 9/30/2025, codes.ohio.gov, and Ohio Dept. of Education and Workforce, AI Model Policy page, education.ohio.gov · Tennessee General Assembly, SB1711 (Pub. Ch. 550, 2024), wapp.capitol.tn.gov · FAU Schools, Technology Policy & Guidelines and Code of Student Conduct, 2025-26, labschools.fau.edu (sections 4.2 and 7.3 follow their academic integrity approach) · TeachAI, AI Guidance for Schools Toolkit, Sample Guidance and Sample Considerations for Existing Policies, teachai.org (section 7.2) · Student Data Privacy Consortium, National DPA, privacy.a4l.org. All opened November 12, 2026.

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