match EDUCATION | Match Charter Public School

# AI Usage Policy for
# MATCH CHARTER PUBLIC SCHOOL

*The following document outlines our artificial intelligence ("AI") usage policy, which provides guidance on responsible AI usage for Match staff, students, contractors, and volunteers.*

## Vision and Guiding Principles

**We believe that Match students are not just prepared to navigate artificial intelligence; they are prepared to help shape it.** We will adopt AI deliberately and with care, expanding what is possible for our students and our staff while protecting what matters most. Every decision we make will be guided by our values of Equity, Freedom, Teamwork, Innovation, and Accountability, and by the question: **how will this serve our students and our mission**?

Our guiding principles are as follows:

1. **Equity First**: We will ensure all students develop appropriate AI literacy, including the ability to use, question, evaluate, and build artificial intelligence.
2. **Humans in Charge**: AI is not a substitute for human judgment or responsibility; we will ensure that humans will make key decisions and be accountable for the results.
3. **Protect What Matters Most**: We will always prioritize student and staff safety, privacy, well-being, and learning.
4. **Embrace Ubuntu and Accountability**: We will continue to iterate on our policies and seek feedback from stakeholders to ensure they are aligned with the needs of our community.

## Approved Tools

The Match AI Working Group will maintain this list of approved and prohibited AI platforms and tools for use by staff and students.

For an AI tool to be used, it must…

- Conform with all state and federal laws governing data privacy and safety;
- Align with Match's core values, guiding principles, and beliefs about teaching and learning; and
- Be accessible for all users (in compliance with IDEA, Section 504, and the ADA).

The AI Working Group will also name the appropriate age ranges for each tool, and whether or not parental permission is required. Students cannot use an AI tool if they are below the minimum age.

If a staff member would like to request to have a tool or platform approved, they should reach out to applicationhelp@matchschool.org.

## Data Sharing and Privacy

Sharing sensitive student or staff information with AI tools may violate FERPA, COPPA, and other state and federal laws; it is therefore **expressly prohibited**. Protected data includes (but is not limited to):

- Names
- Addresses
- Phone numbers/emails
- Social security numbers
- State ID numbers
- Disciplinary records
- Attendance records
- Special education records
- Academic Records
- Photographs

**Acceptable and Prohibited Uses of AI for Staff**

The following table summarizes the prohibited and approved uses of AI by staff, contractors, and other partners.

*Note: the guidance for data sharing and privacy from the previous section applies to all potential uses.*

| | |
|---|---|
| 🛑 **Prohibited Uses** | **Making decisions about student placement, course eligibility, or discipline.** These decisions should only be made by humans.<br><br>**Determining student grades**. While AI may help teachers analyze student work in some cases, it should never be allowed to determine a student's grade.<br><br>**Providing mental health or medical support.** Only trained healthcare and mental health professionals should provide guidance in these areas.<br><br>**Creating IEP or 504 documents.** Special educators are responsible for creating these documents* |
| ⚠️ **Proceed with Caution** | **Analyzing data**. While AI may be helpful in identifying patterns, humans should still confirm these patterns and perform their own analyses of student data.<br><br>**Stakeholder communication.** AI tools may provide a helpful starting place, but humans are ultimately responsible for the content of their communication.<br><br>**Translating documents.** Some sensitive documents are required to be translated by a human; any high-stakes communication should be double-checked by a human as well.<br><br>**Modifying or accommodating work**. Teachers should be cautious, as AI tools may lower the rigor or change the purpose of a task.<br><br>**Providing feedback**. Staff and students may find AI useful in providing feedback on work products. However, overreliance on AI for student-facing feedback may interfere with teachers deeply knowing their students' work. |
| ✅ **Approved Uses** | **Generating ideas**. AI tools can be useful tools for developing ideas for creating or adapting lessons.<br><br>**Simplifying and organizing complex tasks.** AI tools are useful in summarizing and organizing non-sensitive information and streamlining complex tasks. |

If staff wish to allow their students to use AI for an assignment, they must…

- **Explicitly state** that AI usage is allowed for the assignment;
- Describe **how students may use AI** for the assignment (brainstorming, proofreading, etc.); and
- Provide clear expectations for how students should **cite their usage of AI.**

**Acceptable and Prohibited Uses of AI for Students**

Students may **only use AI platforms for an assignment if given express written permission from a teacher**. If so, they can only access and appropriately use AI platforms approved by their teacher and Match.

In assignments where AI is allowed:

- Students may not submit any work created by an AI platform as their own. Students who do so are subject to their school's plagiarism policy.
- Students must cite their usage of AI when submitting work (teachers will decide which format these citations will take).
- Students are responsible for their own work; therefore, they are responsible for verifying content generated by AI platforms.
- Students should not share sensitive information about themselves or others with any AI platform.

Students may **never** use AI to create false, misleading, or harmful content (e.g., deepfakes).

**Responsibility & Accountability**

All users of AI are accountable for the work it produces. Therefore, it is important that staff, students, and other stakeholders **always** review the outputs of AI for bias and inaccuracies.

If a staff member becomes aware of a breach in our AI policy by another staff member, they should report it immediately to their direct supervisor or a member of the HR team. This includes, but is not limited to:

- Inappropriate sharing of sensitive data
- Use of prohibited AI tools
- AI-generated work creating safety or privacy concerns
- Any AI usage that conflicts with this policy.

If the AI usage policy is broken by students, school leadership should review the situation and assign appropriate and logical consequences, if needed, in alignment with existing academic integrity policies.

***Important note**: AI detection tools are sometimes inaccurate and should not be the sole evidence in determining whether or not a student used AI in an assignment. Instead, staff should use their own knowledge of a student's past work, the student's writing style, and the revision history of the document in their investigation.*

**Notes**

The AI Working Group will continue to update the AI Usage Policy as needed, based on feedback from students, staff, and families. Please reach out to Jay Galbraith (jay.galbraith@matchschool.org) with any questions.

Resources from the NYC Department of Education, Boston Public Schools, and DESE were used in the development of this policy.

Updated: August 2026