



## The Kinkaid School Guiding Principles on Artificial Intelligence and Generative Artificial Intelligence

At The Kinkaid School, we believe technology should **augment, not replace, our uniquely human capacities**. Maintaining a **human-centered approach** to artificial intelligence (AI) and generative artificial intelligence (GenAI) integration, ensures that technology serves to enhance learning, productivity, creativity, and connection—never to diminish human judgement, critical thinking, or meaningful relationships.

Any use of AI or GenAI must begin with **clearly defined educational or operational goals** and maintain **human oversight and ownership** at every stage, ensuring that tools are employed with purpose, integrity, and alignment with our mission to prepare students to lead, serve, and become contributing citizens.

### Human-Centered

We will keep human relationships, mentorship, and community at the heart of our work. AI tools, when used, will **strengthen rather than substitute** personal connections and individualized learning experiences, honoring the trust and care that define Kinkaid's core values Kinkaid's core values and community..

### Intentional

We will integrate AI with **a clear sense of purpose**, guided by specific learning objectives or defined operational needs. Every use will be directed by educators or staff who remain **actively engaged in shaping the process and outcomes**.

### Purposeful

We will employ AI to **amplify human potential**—enhancing capabilities, inspiring creativity, deepening critical thinking, and fostering collaboration—so that our students and staff can achieve their highest aspirations.



## Safe

We will safeguard the **well-being, privacy, and security** of all members of all members of our community by ensuring that AI use, when authorized by the teacher or supervisor, is **monitored, reviewed, and approved** by humans before any content or recommendations are applied in teaching, learning, or operations.

## Ethical

We will respect the dignity, agency, and intellectual development of every member of our community. We will be open about when and how AI and GenAI are used, ensuring that **human insight, judgment, and authorship remain central** to all learning and creative endeavors. The human role—as thoughtful creator, ethical decision-maker, and accountable steward—will be preserved in every authorized use, reflecting our commitment to integrity and the Kinkaid mission.

## Age and Task Appropriate

We will scale authorized AI and GenAI use to meet the **developmental needs of learners**, preserving opportunities for skill-building, resilience, and independent thinking. We will ensure that technology supports—not shortcuts—the process of growth and mastery.

This framework reflects our conviction that **technology should be a partner in human learning and achievement**, never a replacement for the human spirit, creativity, or ethical responsibility that lie at the core of The Kinkaid School.

*Generative AI tools, Anthropic Claude and OpenAI ChatGPT were used as a thought partner and editor while updating this policy.*

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# **The Kinkaid School Policies on Artificial Intelligence and Generative Artificial Intelligence**

## **All School Handbook**

### **Artificial Intelligence and Generative Artificial Intelligence**

Publicly available applications driven by artificial intelligence (AI), generative artificial intelligence (GenAI), and agentic AI agents are readily available and rapidly being added to software which are regularly used by students. In order to further our students' technological fluency and literacy, some of our courses and curriculum will be implementing the use of AI and GenAI tools so that our students can be aware of and understand the appropriate and acceptable use of these tools in support of their learning.

This policy addresses the unique issues raised by the use of AI, GenAI, and agentic AI. At Kinkaid, the use of AI, GenAI, and agentic AI, when implemented, will be to augment, not replace, our uniquely human capacities. The School's human-centered approach to AI and GenAI integration, ensures that technology serves to enhance learning, productivity, creativity, and connection—never to diminish human judgement, critical thinking, or meaningful relationships. Kinkaid's use of AI and GenAI will support ethical and responsible usage of these tools, and Kinkaid's faculty and staff will use these tools intentionally, purposefully, safely, ethically, and appropriately.

This policy applies to the use of any third-party or publicly available AI, GenAI platform, or agentic AI agents as permitted within each course and/or as defined for each assignment. There are a number of factors students will be required to account for when using these new technologies.

Students when permitted by their teachers to use AI or GenAI tools must use the school approved tools as defined by the School's Generative AI Acceptable Usage Menu, such as Flint K12. The School has researched and is providing subscription level GenAI tools for all students in Grades 6-12. The use of these school-approved tools will provide students with a platform that will maintain their academic



integrity while providing faculty opportunities to better guide and assist students with their learning.

Students should never share their personally identifiable information (PII), or the PII of others. The information entered into AI Programs should not be considered confidential, may be used by the AI or GenAI Programs to continue to evolve, and can be a potential target for hacking or other cyberattacks.

Students must fact check and verify the output from the AI, GenAI, or agentic AI tools that they may be using. AI, GenAI, and agentic AI tools do not always produce accurate or complete information and results can include fictional people, places, facts, or events.

Students must provide proper citations when using AI or GenAI tools when permitted to do so. The results produced by these AI or GenAI Programs may not cite to sources resulting in a serious risk of plagiarism.

Students are prohibited from using any agentic AI tools which access other school platforms, including communications, student information systems, and learning platforms for the purposes of automating tasks, retrieving or transmitting student data, circumventing academic integrity controls, or performing any action within school systems without prior approval from the Director of Innovation and Technology and faculty or staff member.



## **No Harassment/Bullying (Excerpt)**

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media, including but not limited to social media platforms (e.g. Facebook, Instagram, Snapchat, GroupMe, X, or TikTok), or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, online, or at a school-related event, can create an uncomfortable school environment.

In addition, the creation, distribution, or threat to distribute sexual or intimate images of any minor student or without consent, including images that have been digitally altered or created (e.g., deepfakes, AI, other technologies), is strictly prohibited and will be treated as a serious offense equivalent to sexual harassment or abuse.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a “prank” or “joke” do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to a member of the Review Committee. We also expect that anyone, whether student, faculty, staff, or family member who witnesses or has knowledge of an incident of bullying or harassment, will report the incident to a member of the Review Committee. Delays in reporting may compromise the School’s ability to appropriately investigate.



## Deep fake and Synthetic Media – Non-Intimate Misuse Policy

The policies concerning the creation or threat of creation of non-consensual intimate images have been addressed previously within this handbook in the Harassment section. This policy addresses the creation or distribution of synthetic or AI-generated media that misrepresents people, events, or the School in ways that could cause harm, spread misinformation, or undermine the integrity of the community or may impact the safety environment, the safety of community members, or the School's reputation.

Students are prohibited from creating, distributing, possessing, or threatening to create or distribute synthetic or AI-generated media that falsely depicts, impersonates, or defames any student, faculty member, staff member, or other community member in a non-sexual manner. Additionally, students are prohibited from creating, sharing, or distributing synthetic or AI-generated media that falsely represents events occurring on campus, on school property, or at school-sponsored activities, particularly content that depicts emergencies, violence, or disorder that did not occur.

This prohibition is intended to protect the dignity and reputation of all individuals in the Kinkaid community.

This prohibition includes, but is not limited to:

- Creating or distributing AI-generated audio, video, or images that place fabricated words, statements, or actions in the mouth or likeness of a real community member
- Generating synthetic media that falsely depicts a student, employee, or administrator engaging in misconduct, making offensive statements, or behaving in ways that did not occur
- Using AI or digital tools to alter authentic recordings or images of community members to misrepresent what was said, done, or intended
- False depictions of emergencies such as fires, gunshots, explosions, or other safety incidents



- Fabricated or altered media suggesting that violence, disorder, or criminal activity occurred on school grounds
- AI-generated or synthetically altered content that misleads viewers into believing a crisis event occurred when it did not
- Fabricated content designed to disrupt school operations, cause fear among community members, or prompt emergency response
- Fabricating official-looking school communications, announcements, or documents using AI or generative tools
- Using the School's name, likeness, logo, or brand in connection with synthetic content that was not authorized by the School
- Sharing, forwarding, or reposting such content through any platform, whether school-provided or personal
- Threatening to create or release such content as a means of coercion, intimidation, or harassment

### **Intent and Context**

A violation of this policy does not require proof of malicious intent. Content created as a joke, creative exercise, or technical demonstration may still constitute a violation. The School will evaluate each situation based on the nature and impact of the content, the context in which it was created or shared, and the extent to which it endangered safety, damaged reputations, or disrupted school operations.

Students who are uncertain whether a project, assignment, or creative work involving AI-generated media of community members is permissible should consult their teacher or a division head before creating or sharing such content.

### **Reporting**

Any student, employee, or family member who becomes aware of synthetic or AI-generated media that may violate this policy is expected to report it promptly. Reports should be made to a member of the Review Committee or a division administrator.

Students who are the subject of synthetic or AI-generated content that misrepresents them are encouraged to report the matter immediately rather than attempting to respond to or circulate such content themselves.



### **Disciplinary Consequences**

Any student found to be in violation of this policy may face serious disciplinary consequences, up to and including suspension or dismissal from the School. The severity of the consequence will reflect the nature of the content, the scope of its distribution, its impact on community members, and whether the conduct endangered safety or involved the repeated targeting of a specific individual.

Incidents involving fabricated emergency scenarios, threats of violence, or content intended to coerce or extort community members may be referred to law enforcement.

Disciplinary action under this policy does not preclude separate action, including pursuant to the School's Honor Code, No Harassment/Bullying/Social Aggression Policy, Weapons and Threats Policy, or any other applicable policy.

### **Scope of Investigation**

The School may investigate off-campus conduct, in its discretion, when the School determines that it has a direct impact on the School community, School operations, or student safety. This includes content created using personal devices or accounts when that content is directed at community members or distributed within the community.



## Plagiarism and Cheating (Excerpt)

Cheating and plagiarism are academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Student material (in whole or paraphrased) is considered to be plagiarized when taken from a primary or secondary source without following standards of conventional attribution and/or without appropriate reference citation, and when using generative artificial intelligence (AI) tools and agentic AI agents without approval and/or appropriate reference citation. When permitted, students are to only use school supplied GenAI platforms. Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own or completed by means of academic dishonesty or deception.

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## Employee Handbook

### 6.10 RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE (AI)

Publicly available applications driven by artificial intelligence (AI) and generative artificial intelligence (GenAI), and agentic AI agents, such as text, image and audio and video are readily available and rapidly being added to software which are regularly used for teaching and learning and to conduct the School's business. The use of AI, GenAI, and agentic AI comes with serious potential security, accuracy, and intellectual property risks.

At Kinkaid, to the extent that the use of AI, GenAI, and agentic AI may be available in the capacity of supporting work products, Kinkaid's use of AI and GenAI will augment, not replace, our uniquely human capacities. Maintaining a human-centered approach to artificial intelligence (AI) and generative artificial intelligence (GenAI) integration, ensures that technology serves to enhance learning, productivity, creativity, and connection, never to diminish human judgement, critical thinking, or meaningful relationships. These tools must be used intentionally, purposefully, safely, ethically, and appropriately.

While Kinkaid is implementing ways to utilize AI and GenAI, this policy addresses the unique issues raised by the use of these tools to assist employees in understanding the guidelines for their acceptable use and the need to protect the School's confidential or sensitive information, trade secrets, intellectual property, workplace culture, commitment to diversity, and brand.

#### Scope

This policy applies to the use of any third-party or publicly available AI, GenAI, and agentic AI tools and platforms that mimic human intelligence and/or work autonomously to generate answers, work product, or perform certain tasks.



## Guidelines

### DO:

- Understand that AI, GenAI, and agentic AI Programs may be useful but are not a substitute for human judgment and creativity.
- Understand that many AI, GenAI, and agentic AI tools can be prone to false or inaccurate responses or information that is stale or dated, therefore responses must always be carefully verified by a human.
- Treat every bit of information you provide to AI, GenAI, or agentic AI tools as if it will go viral on the Internet, attributed to you and/or the School, regardless of the settings you have selected within the tool (or the assurances made by its creators).
- Make clear with students and employees when they are, and are not, allowed to use AI, GenAI, or agentic AI agents in school or at home in connection with any schoolwork or work product using the School's Gen AI Acceptable Usage menu, including, but not limited to: homework, projects, examinations, tests, quizzes, or as a substitute for reading-assigned materials.
- Verify that any response from AI, GenAI, or agentic AI agents you intend to rely on or use is accurate, appropriate, unbiased, consistent with school policies and applicable laws, and not a violation of any other entity's intellectual property, including, but not limited to patents, copyrights, or trademarks.
- AI, GenAI, or agentic AI tools can be used as an aid for development of homework assignments, rubrics, quizzes, tests, exams, or other assignments, and other work products provided no personal or proprietary information is used.
- Use the School's approved platforms and vet all new AI, GenAI, or agentic AI tools or platform that you wish to use with the School's Technology Department to ensure that it meets or exceeds the School's privacy and data security standards.
- School-approved AI, GenAI, or agentic AI platforms can be used as an aid in the development of emails, comments, or other communication.
- Output of the work you submit must be attributable as yours and you should not use AI, GenAI, or agentic AI replies verbatim.



- No personal or proprietary information should be used within non School-approved AI, GenAI, or agentic AI tools.

**DO NOT:**

- Do not use AI, GenAI, or agentic AI agent tools to make or help you make employment decisions about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
- Do not upload or input any confidential, proprietary, or sensitive school information into any open, public AI, Gen AI, or agentic AI tools. Examples include any personally identifying information about employees, students, or their families, passwords and other credentials, protected health information, personnel material, donor information, strategic plans, capital campaigns, information from documents marked confidential or proprietary, or any other non-public school information that might be of use to competitors or harmful to the School if disclosed. This may breach your or the School's obligations to keep certain information confidential and secure, risk widespread disclosure, and cause the School's rights to that information to be challenged.
- Do not solely use any AI, GenAI, or agentic AI Programs to grade student assignments, evaluate student progress, or compose any feedback to students. It is imperative that you remain to be the human in the loop responsible for providing feedback.
- Do not solely use AI, GenAI, or agentic AI agents to generate report card or student comments, parent communications, or student recommendations for other schools, colleges, or universities.
- Do not represent work generated by AI, GenAI, or agentic AI agents as being your own original work.
- Do not assume that any task can be correctly performed by AI, GenAI, or agentic AI tools.
- Do not integrate any AI, GenAI, or agentic AI tools with internal school software without first receiving specific written permission from your supervisor and the School's Technology Department.
- Do not use any **non-approved** agentic AI tools to connect to other school platforms, including financial, health, student information systems, or



learning management systems. If in doubt, follow up with the Director of Innovation and Technology or Assistant Director of Technology

- Do not use any AI, GenAI, or agentic AI tools for school use without the approval of the School's Technology department.
- Do not use GenAI to manipulate the images of others without their permission.

## 6.11 DEEP FAKES AND SYNTHETIC MEDIA POLICY

### Purpose and Scope

The Kinkaid School is committed to maintaining a safe, respectful, and trustworthy environment for all members of our community. The creation or use of synthetic or AI-generated media that causes harm, spreads misinformation, sexualizes community members, or undermines the integrity of the School is a serious violation of professional conduct standards and School policy.

This policy applies to all employees of The Kinkaid School, including full-time and part-time faculty, staff, administrators, coaches, and contractors, regardless of whether the conduct occurs on campus, at a school-sponsored event, or off campus when the conduct impacts the School community or the School's operations, reputation, or the safety and wellbeing of its members.

This policy addresses two distinct but related categories of prohibited conduct: (1) synthetic media involving sexual or intimate content, and (2) synthetic media that misrepresents, defames, impersonates, or fabricates events involving community members or the School in non-sexual contexts. Both categories represent serious violations of employee professional conduct standards.

### Prohibited Conduct

#### Non-Consensual Intimate Imagery (NCII) and Sexual Synthetic Media

The creation, distribution, possession, or threat to create or distribute real or synthetic non-consensual intimate images (NCII) — including videos, audio, or



other media depicting any student, employee, or community member in a sexual, explicit, or intimate manner — is strictly prohibited. This prohibition applies whether the content is authentic or generated or altered using AI or other digital tools.

This prohibition includes, but is not limited to:

- Creating, possessing, or distributing synthetic or AI-generated images, video, or audio that depicts any person in a sexual, intimate, or explicit manner without that person's consent
- Using AI or digital tools to manipulate authentic images, video, or audio of any community member to create sexualized or intimate representations
- Sharing such content digitally through any platform, whether school-provided or personal
- Threatening to create, alter, or distribute sexual synthetic media involving any community member as a means of coercion, manipulation, or harassment
- Failing to report known instances of real or AI-generated NCII when the employee is aware the content depicts a student or colleague

Any employee found in violation of this section may face disciplinary consequences up to and including immediate termination of employment. Incidents involving minors will be reported to the appropriate authorities as required by Texas mandatory reporting law. Incidents may also be referred to law enforcement under applicable state and federal statutes.

### **Impersonation and Defamation of Community Members**

Employees are prohibited from creating, distributing, or threatening to create or distribute synthetic or AI-generated media that falsely depicts, impersonates, or defames any student, colleague, administrator, or other community member in a non-sexual manner.

This prohibition includes, but is not limited to:



- Creating or distributing AI-generated audio, video, or images that place fabricated words, statements, or actions in the likeness of a real community member
- Generating synthetic media that falsely depicts a student, employee, or administrator engaging in misconduct, making offensive statements, or behaving in ways that did not occur
- Using AI or digital tools to alter authentic recordings or images of community members to misrepresent what was said, done, or intended
- Sharing, forwarding, or reposting such content through any platform, whether school-provided or personal
- Threatening to create or release such content as a means of coercion, intimidation, or harassment of any community member

### **Fabricated Depictions of School Events and Campus Safety**

Employees are prohibited from creating, sharing, or distributing synthetic or AI-generated media that falsely represents events occurring on campus, on school property, or at school-sponsored activities — particularly content that depicts emergencies, violence, or disorder that did not occur.

This includes, but is not limited to:

- False depictions of emergencies such as fires, gunshots, explosions, or other safety incidents on or near campus
- Fabricated or altered media suggesting that violence, disorder, or criminal activity occurred on school grounds
- AI-generated or synthetically altered content that misleads viewers into believing a crisis event occurred when it did not
- Fabricated content designed to disrupt school operations, cause fear among community members, or prompt emergency response



### **Misuse Involving School Reputation and Institutional Integrity**

Employees are prohibited from creating or distributing synthetic media that falsely attributes statements, decisions, or conduct to the School, its leadership, or official School communications.

This includes, but is not limited to:

- Generating synthetic audio or video that falsely represents the Head of School, division heads, or other administrators making statements they did not make
- Fabricating official-looking school communications, announcements, or documents using AI or generative tools
- Using the School's name, likeness, logo, or brand in connection with synthetic content that was not authorized by the School

### **Professional Use and Authorized Context**

Nothing in this policy prohibits the legitimate educational use of AI or synthetic media tools in a classroom or professional context when such use is appropriately authorized, does not involve the creation of media depicting real community members without their consent, and is consistent with the School's AI Acceptable Usage guidelines.

Employees who wish to use AI tools that generate synthetic media as part of instruction or professional work should consult with their supervisor and the Director of Innovation and Technology in advance to ensure alignment with School policy and appropriate data privacy protections.

### **Intent and Context**

A violation of this policy does not require proof of malicious intent. Synthetic media created as a joke, creative exercise, or professional demonstration may still cause real harm and may still constitute a violation of this policy and applicable law. The School will evaluate each situation based on the nature and impact of the content, the context in which it was created or shared, the parties involved, and the extent to which it endangered safety, damaged reputations, or disrupted school operations.



Employees who are uncertain whether a particular use of AI-generated or synthetic media is permissible should consult the Director of Innovation and Technology, their Department or Division Head, the Head of School, or the Associate Head of School before creating or sharing such content.

### **Mandatory Reporting Obligations**

All employees are mandatory reporters under Texas law. When an employee becomes aware of synthetic or AI-generated content that depicts a student in a sexual, harmful, or threatening manner, the employee is required to report that information to appropriate authorities in accordance with the School's mandatory reporting obligations under Texas Family Code § 261.101 and related statutes.

In addition, any employee who becomes aware of synthetic media content that may violate this policy, whether involving a student, colleague, or other community member, is expected to report it promptly to their Division or Department Head, the Head of School, or the Associate Head of School. Employees should not attempt to investigate such matters independently.

Knowingly failing to report synthetic or AI-generated content that constitutes NCII involving a minor is itself a violation of this policy and may result in disciplinary action, up to and including termination of employment.

### **Employment Consequences**

Violations of this policy will be evaluated based on the nature and severity of the conduct, the parties involved, the scope of distribution, the impact on the School community, and whether the conduct involved minors. Disciplinary responses may include:

- Formal written warning
- Mandatory training or counseling
- Removal from specific duties or responsibilities
- Suspension with or without pay
- Termination of employment

Violations involving students, sexual content, fabricated emergency scenarios, coercion, or conduct that constitutes criminal activity under Texas or federal law



will be treated as the most serious category of offense and will be subject to immediate escalation, including potential referral to law enforcement.

Employment consequences under this policy do not preclude separate action under the School's Sexual Misconduct Policy, Harassment Policy, Appropriate Employee/Student Interactions Policy, or any other applicable policy or legal obligation.

### **Investigation Process**

The School will conduct a prompt, thorough, and fair investigation of all reported incidents under this policy. Investigations will generally be handled by the Head of School in coordination with the appropriate Division or Department Head and, where appropriate, legal counsel.

### **Scope of Investigation**

The School may investigate off-campus conduct when it has a direct impact on the school community, school operations, or the safety of students or employees. This includes content created using personal devices or accounts when that content is directed at community members or distributed within the community.

### **Standard of Evidence**

The School will apply a preponderance of the evidence standard, meaning a determination will be made based on whether it is more likely than not that the alleged conduct occurred. This standard applies consistently to all parties involved in investigations under this policy.

### **Interim Measures**

When appropriate, the School may implement interim measures during an investigation to protect the community and preserve the integrity of the process. These measures may include reassignment of duties, temporary administrative leave, restrictions on contact with specific individuals, or other actions deemed necessary by the administration.



### **Employee Cooperation**

Employees are expected to cooperate fully with any investigation conducted under this policy. Failure to cooperate, providing false or misleading information during an investigation, or attempting to interfere with the investigative process are themselves violations of School policy and may result in disciplinary action independent of the underlying allegation.

### **Retaliation Prohibited**

Retaliation against any individual who reports a concern in good faith, participates in an investigation, or supports a person affected by conduct covered under this policy is strictly prohibited and will itself be subject to disciplinary action up to and including termination of employment.

### **Violations**

Violating this policy may result in disciplinary action, up to and including immediate termination, and could result in legal action. If you are concerned that someone has violated this policy, report this behavior to your supervisor, the Head of School or the Human Resources Office.

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