

## AI Usage & Ethical Disclosure Guidelines

### Purpose:

This document provides ethical guidelines for using AI tools like ChatGPT in report writing, ensuring compliance with school policies, FERPA regulations, and best practices for transparency.

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### 1. Ethical Use of AI in Documentation

- ✓ AI is a Tool, Not a Replacement – AI should be used to assist with structuring reports, not to replace human judgment.
- ✓ Maintain Professional and Legal Standards – Reports must be fact-based, objective, and aligned with school policies.
- ✓ Confidentiality is Critical – No personally identifiable student data should be entered into AI systems.
- ✓ All AI-Generated Content Requires Human Review – Every report must be reviewed, edited, and approved before submission.

 Reference: Final Report & Documentation Best Practices

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### 2. Best Practices for AI-Assisted Report Writing

- ✓ Use AI for Formatting & Clarity:
  - AI can help structure reports, improve readability, and ensure completeness.
  - Use AI to refine language without altering factual accuracy.
    - ✓ Provide Clear Input Prompts:
      - *“Generate an incident report based on this structured data...”*
      - *“Format this behavioral assessment into a professional report...”*
      - *“Summarize this intervention plan while maintaining objectivity...”*
        - ✓ Always Verify Information:
          - Ensure AI-generated text aligns with actual events and observations.
          - Cross-check all details before finalizing reports.

 Handout: AI-Assisted Report Writing Workflow

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## AI Usage & Ethical Disclosure Guidelines

### 3. AI Disclosure & Transparency

#### Include a Subtle Disclaimer in Reports

- AI-assisted reports must disclose that AI was used for structure or clarity, but human oversight ensured accuracy.
- Recommended AI Disclaimer:  
*“This report was generated with AI assistance to enhance clarity and structure. It has been thoroughly reviewed and finalized by [Your Name] and approved by [Administrator Name].”*

#### Notify Administrators Before Using AI for Reports

- Schools should establish clear policies on AI use in documentation.
- If AI assistance is used, inform your administrator and document the review process.

 Reference: FERPA Exception for Health & Safety Emergencies

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### 4. Compliance & Data Privacy Considerations

#### Adhere to FERPA & Student Privacy Protections

- Never input personally identifiable information (PII) into AI platforms.
- Limit AI usage to general structuring, formatting, and report refinement.
  -  Use School-Approved AI Platforms Only
- AI should be secure and compliant with school district technology policies.
- Do not use public AI systems for confidential reports unless explicitly approved.
  -  Maintain Full Human Accountability
- AI should never be the final authority—humans must review, edit, and sign off on all reports.
- Ensure all content meets legal and ethical standards before submission.

 Handout: Case File Update Checklist for BTATs

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### 5. Key Takeaways

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- ✓ AI can improve report structure, but human oversight is mandatory.
- ✓ Confidentiality and legal compliance must always be prioritized.
- ✓ Transparency in AI-assisted documentation maintains credibility and trust.
- ✓ Follow all school policies and FERPA regulations when using AI for reporting.

 For Further Guidance: Contact your School Administrator, Legal Compliance Officer, or Threat Assessment Team Lead for AI policies in documentation.