

RESPONSIBLE INSTRUCTIONAL AI AT CCPS

Guidance, Governance, Security, and Readiness

Board of Education Briefing

Gary Davis, Chief Information Officer

Steve Wernick, Director of Curriculum and Instruction



Our Objective

What: Explore how Artificial Intelligence (AI) can enhance teaching and learning across CCPS by supporting high-quality instruction, increasing student engagement, personalizing learning experiences, and improving staff productivity.

How: By building an understanding of the instructional opportunities, practical applications, ethical considerations, and limitations of AI, while examining how these tools can be effectively and responsibly integrated into educational settings.

Why: Inform the Board of Education and community stakeholders about the role of AI within a school system, including its potential to support student achievement and prepare learners to be College and Career Ready.



What CCPS has completed, what governs our practice, and what comes next

Completed

- CCPS AI Guidelines for students, educators, staff, and families
- GEN08.02 AI Security & Ethics Guidance Procedure
- Approved-tool and Technology Request processes
 - Redeveloped Tech Request System to Technology Tools List app
- State-law and Board-direction readiness analyses

Core Message

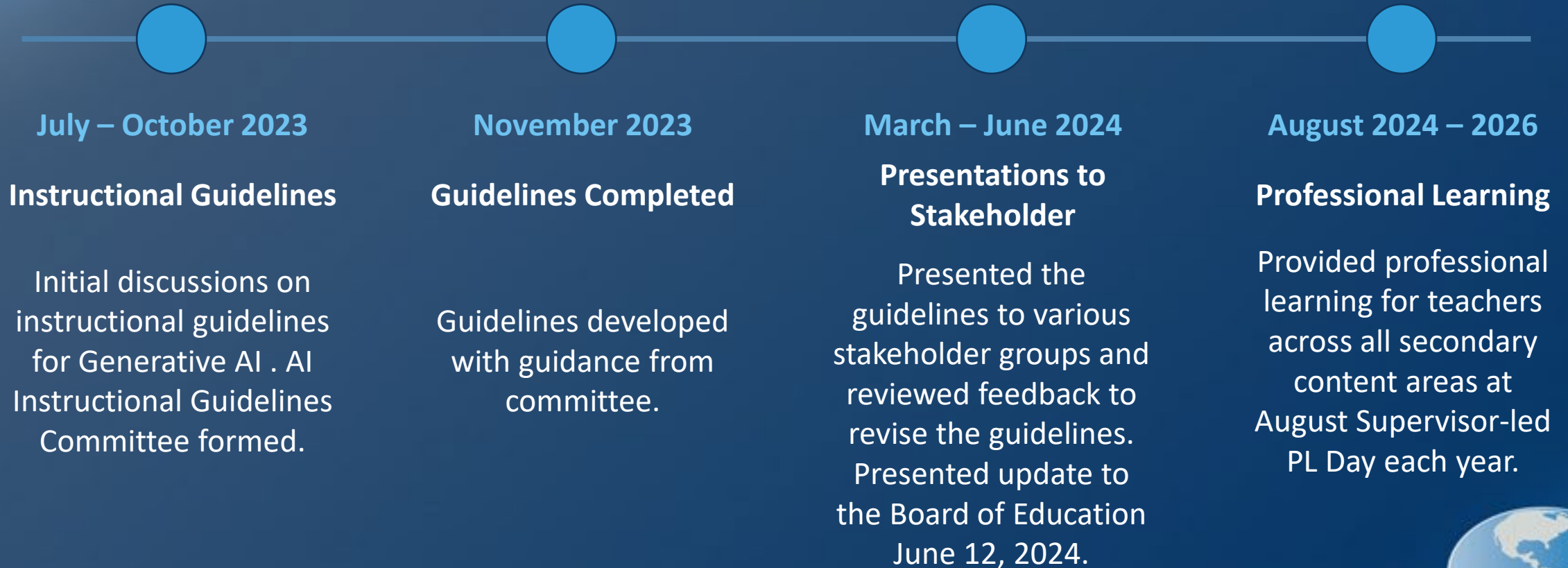
- AI may support learning and work
- Human judgement remains accountable
- Privacy and security are prerequisites
- Use must be ethical, transparent, equitable, and accessible
- Adoption is deliberate, not automatic

Next Steps

- Formally present the Guidelines and GEN08.02 Procedure as complementary parts of the framework
- Appoint AI Coordinator
- Continue to ensure alignment with MSDE guidance and templates
- Expand training and communication
- Long Term Plans
 - Re-engage the Data Governance Framework and complete as a prerequisite to operational implementation
 - Develop operational plan
 - Determine licensing and budgetary requirements

Instructional Work on Generative AI

Engaged in a collaborative and deliberate approach



Result: Instructional Guidelines for AI developed with stakeholder groups and shared as professional learning for teachers.



Development of the CCPS AI Framework

The framework was built before the 2026 state mandate

Ongoing
Research



May 2025

Authorization requested

Review of the 2024 Governance Act and request to develop AI Guidelines plus a Technology Services procedure.



August 2025

Framework implemented

CCPS AI Guidelines completed and GEN08.02 implemented.



April 2026

Procedure updated

GEN08.02 revised for evolving state guidance, security, governance, and operational controls.



June 2026

Readiness assessed

AI Ready Schools Act and other direction compared with existing CCPS practice.

Result: an operating framework that combines instructional expectations with enforceable administrative controls.



Two Documents, One App, One Governance System

The public guidance and administrative procedure serve different, complementary purposes

CCPS AI Guidelines

- Audience: students, educators, staff, and families
- Explains responsible and ethical use in understandable terms
- Defines expectations for approved tools, privacy, verification, attribution, academic integrity, and human oversight
- Provides examples of potential instructional and operational uses
- Directs users to existing acceptable-use and approved-tool requirements

Technology Services GEN08.02

- Audience: staff, administrators, Technology Services, contractors, vendors, and third parties
- Establishes security, ethics, governance, inventory, procurement, training, incident response, prohibited uses, and annual review
- Standardizes Microsoft Copilot as the internal enterprise AI tool
- Requires documentation through the Technology Request System/Technology Tool List app
- Provides the enforceable operational layer behind the guidance



GEN08.02 Aligns CCPS with DoIT and MSDE

Technology Services translated state guidance into district operating requirements

Maryland DoIT Alignment

- Maryland DoIT AI guidance and statewide cybersecurity standards requirements
- Risk assessment, encryption, vulnerability testing, and security controls
- Incident response and reporting
- Data protection and access controls

MSDE Alignment

- MSDE cybersecurity and AI guidance
- Ethical, equitable, and effective use
- Student privacy, civil rights, accessibility, and instructional quality
- Human oversight and local accountability
- Ongoing updates as MSDE guidance and templates evolve

CCPS Operationalization

- AI inventory and annual review
- Technology Request System approval and documentation
- Vendor and contract review
- Approved enterprise tools
- Staff training and reporting expectations
- Annual procedure review by the defined AI group and Technology Services



Technology Tools List App (formerly Tech Request System)

All Technology Tools undergo a multi-phase review and approval process including AI related tools

**Technology Tool List**
Carroll County Public Schools

HomeNew Tool

Tool List

Tool Name

Content Area

Status

Grade Level

**99 Math**

99 math is a quiz game that tests math skills via live and practice games. Teachers pick a skill and then run live class games where students compete against each other (and against themselves over a series of games).

Elementary Math

Denied

**AAPPL Testing**

Online test that assesses language ability across three modes of communication: Interpersonal Listening & Speaking (ILS), Presentational Writing (PW), and Interpretive Reading (IR) and Interpretive Listening (IL).

World Languages

Approved

**ABC-CLIO**

Digital resources and databases for educators, students, and researchers. Their extensive collection covers various disciplines, including history, social studies, and literature, offering authoritative content to support learning and research endeavors.

Library Media

Approved

**ABCMouse**

ABCMouse is a digital education program designed for children ages 2-8 that offers a comprehensive early learning curriculum that covers subjects such as Reading, Math, Science, Social Studies, Art, and Music through interactive lessons, games, and a...

Special Education

Denied

**ABCya**

ABCya is an educational gaming platform designed for children in pre-kindergarten through 6th grade.

Special Education

Denied

**ABDO Books**

ABDO Books is an educational publisher specializing in non-fiction books for the school library market.

Library Media

Denied

**Academic**

Pulls from image libraries such as Getty and the National Portrait Gallery to provide high-quality, trustworthy images to teachers and students.

Library Media

Approved

**Accessibyte**

Accessibyte is a company that specializes in creating educational software designed for individuals with visual impairments and other accessibility needs.

Special Education

Approved

**Achieve**

Online platform for AP Biology textbook resources.

Secondary Science

MSDE Approved

**Adios Textbook**

AdiosTextbook is an online world language curriculum designed for teachers, particularly for Spanish, French, German, Arabic, and English.

World Languages

Approved

**Adobe Creative Cloud**

Creative software suite for graphic design, video editing, photography, and digital content creation.

Career & Tech

Approved

**Amplify (formerly Desmos)**

Online graphing calculator and educational tool used for visualizing mathematical concepts.

Secondary Mathematics

Approved



Related Board Policies

AI governance is embedded in existing Board policy, not isolated from it

AF

Student Data Privacy

Protects student information and supports vendor and data-handling controls.

EH

Data Governance Policy

Provides the district framework for accountable management and protection of data.

EHB

Data Records Retention

Applies retention and disposition requirements to AI-related records and outputs.

JR

Disclosure of Directory Information

Governs when student directory information may be disclosed.

JRC

Family Educational Rights

Protects student and parent rights associated with educational records.

IIAA

Selection, Evaluation, and Adoption of Instructional Materials

Supports review and approval of AI-enabled instructional resources.

Board Policy Section I also supplies the broader instructional framework for human-centered teaching and learning.

Shared Expectations for Students and Educators

The existing guidelines communicate a common standard with role-specific expectations

APPROVED TOOLS

Use only tools approved for the intended audience and purpose.

PRIVACY

Do not enter PII or other sensitive CCPS information into unapproved AI tools.

VERIFY

Review, bias, source quality, safety, and accuracy completeness.

TRANSPARENCY

Disclose and cite AI use when required; do not misrepresent AI output as original work.

HUMAN OVERSIGHT

People remain responsible for decisions, instruction, evaluation, and final work.

REPORT CONCERNS

Report misuse, harmful output, privacy issues, bias, or security concerns.



Student Use of AI

AI may enhance and support learning, but it may not replace the student's thinking or integrity

Appropriate When Approved

- Brainstorm or organize ideas
- Create practice questions, examples, or study supports
- Support creativity, communication, and research
- Receive feedback and improve clarity
- Verify information and sources
- Cite or disclose AI assistance as directed by the teacher

Inappropriate or Prohibited

- Plagiarism, cheating, or misrepresentation
- Submitting unreviewed AI output as the student's own work
- Bullying, harassment, impersonation, or harmful content
- Sharing personal, student, or sensitive information
- Using tools outside approved age, audience, or permission requirements
- Overreliance that undermines critical thinking and skill development



Educator and Staff Use of AI

AI may improve efficiency, but professional judgment and accountability remain with the employee

Appropriate When Approved

- Draft or refine non-confidential communications
- Support lesson planning, examples, rubrics, and instructional resources
- Summarize information or assist research
- Create accessible formats or differentiated supports
- Analyze public or properly approved information
- Review and approve every output before use or distribution

Restricted or Prohibited

- Unapproved AI tools or unauthorized data entry
- AI-only decisions affecting HR, discipline, eligibility, legal, compliance, awards, or funding
- Social scoring, surveillance misuse, deception, discrimination, or harassment
- Mental or emotional care services delivered through AI
- Outputs presented without professional review
- Use that conflicts with copyright, intellectual property, accessibility, or Board policy



Governance and Control Structure

Guidance is backed by review, documentation, security, and accountability

- | | | |
|---|-------------------------------|---|
| 1 | Request and Purpose | Define the educational or operational need and intended users. |
| 2 | Review and Approval | Evaluate privacy, security, accessibility, contracts, age appropriateness, and instructional fit. |
| 3 | Document and Inventory | Record approved AI systems and use cases in the Technology Request System and AI inventory. |
| 4 | Use and Monitor | Apply data protections, human oversight, verification, training, and incident reporting. |
| 5 | Reassess | Review annually and update for law, DoIT standards, MSDE guidance, risk, and district experience. |



AI Ready Schools Act of 2026

The Act requires governance and alignment, not mandatory deployment

What the Act Requires

- Designate a central-office AI coordinator
- Adopt a local AI policy aligned with state guidance
- Address governance, privacy, security, equity, accessibility, instruction, and accountability
- Use MSDE guidance, templates, and best practices as the state framework develops
- Maintain local responsibility for tool selection, implementation, and oversight

What the Act Does Not Require

- No mandate to deploy AI in every classroom
- No requirement to use AI for grading or instruction
- No mandate to automate HR, finance, scheduling, or operations
- No requirement to procure or pilot AI systems
- No removal of local responsibility for privacy, security, instructional quality, or human oversight



Recommended Direction

Present the completed framework, preserve the controls, continue deliberate implementation

1

PRESENT AS ONE STORY

Use one communication/presentation to explain the completed Guidelines, GEN08.02, related Board policies, and state-readiness work.

2

RETAIN GEN08.02

Keep the Technology Services procedure as the detailed administrative, security, ethics, procurement, and incident-response standard.

3

ALIGN

Map the framework to the final MSDE policy template and guidance, and update Board policy or administrative documents as required.

4

COMMUNICATE & TRAIN

Expand family-facing information, role-based professional learning, approved-tool awareness, and disclosure expectations.

5

REPORT & REVIEW

Provide periodic Board-level updates and conduct the annual AI inventory, risk review, and procedure update.

Governance first. Human accountability always. Adoption only when readiness supports it.



Questions

