

DRAFT Policy for the use of Artificial Intelligence in the administration by the Association

Kentucky High School Athletic Association

Staff Artificial Intelligence (AI) Use Policy

Effective Date: Upon Passage

Approved By: Board of Control

This policy attempts to balance innovation with responsibility, safeguards student data and institutional integrity, and clarifies acceptable uses:

1. Purpose

The purpose of this policy is to establish clear and responsible guidelines for the use of artificial intelligence (AI) by employees of the Kentucky High School Athletic Association (KHSAA). The policy aims to ensure that AI technologies are used ethically, securely, and in a manner that supports the mission of the KHSAA.

2. Scope

This policy applies to all KHSAA staff, contractors, and consultants who use AI tools, platforms, or systems during the course of their duties for the association.

3. Definitions

- **Artificial Intelligence (AI):** Any system or software that performs tasks that typically require human intelligence, such as language generation, data analysis, prediction modeling, or decision assistance.
- **Generative AI:** A type of AI capable of creating content, including text, images, audio, and video (e.g., ChatGPT, DALL·E, Copilot).
- **Sensitive Information:** Personally identifiable information (PII), student records, health data, and any non-public association data, whether or not strictly subject to (Family Education Rights and Privacy Act (FERPA), the Kentucky application of FERPA, as well as other Federal and State law..

4. Permissible Uses

Staff may use AI for:

- Drafting communications, reports, or procedural summaries.
- Automating routine administrative tasks.
- Analyzing historical data for trend reporting or compliance.
- Developing internal training or educational materials.
- Generating ideas or preliminary content drafts for association publications, policies, or presentations.

5. Prohibited Uses

AI must **not** be used:

- To make final decisions regarding student-athlete eligibility, discipline, or transfer requests.
- To process or store student PII, medical records, or other confidential data.
- For surveillance or behavioral monitoring.
- To impersonate individuals, fabricate records, or mislead stakeholders.
- Without proper attribution if the AI-generated content is shared externally, including all supporting algorithms and data shared within prompts or learning modes.

6. Accuracy and Oversight

- All AI-generated content must be reviewed and verified by a staff member before dissemination or publication.
- Staff are accountable for the accuracy and appropriateness of outputs, regardless of whether AI was used.

- AI must not be relied upon as the sole source of truth for policy interpretation, eligibility rulings, or disciplinary matters.

7. Confidentiality and Data Security

- Staff shall not input confidential or sensitive information into public or unsecured AI systems.
- When using AI tools, staff must adhere to all KHSAA data privacy and cybersecurity protocols.
- Use of AI tools must comply with FERPA, HIPAA, and applicable state and federal laws.

8. Training and Support

- Staff will receive annual training on responsible AI use, data privacy, and ethical considerations.
- Questions regarding proper AI use should be directed to the association's IT director or legal counsel.

9. Compliance and Violations

- Use of AI inconsistent with this policy may result in disciplinary action, up to and including termination.
- As with all of its data systems, the KHSAA reserves the right to audit AI usage and review outputs to ensure compliance.

10. Policy Review

This policy shall be reviewed annually and updated as necessary to reflect technological advancements, legal changes, or association priorities.