

New York State Education Department - Bureau of Proprietary School Supervision (BPSS)

ARTIFICIAL INTELLIGENCE (AI) USE REQUEST FORM

Introduction to Artificial Intelligence (AI) in BPSS Schools

Artificial Intelligence (AI) refers to the use of machine-based systems that can process data, learn patterns, and make decisions to assist with various tasks. In an educational setting, AI can enhance administrative efficiency, personalize student learning experiences, and provide interactive tools to support instruction. As AI technologies continue to develop, it is essential to establish clear guidelines to ensure compliant, responsible, ethical, and effective use within BPSS-licensed schools.

Purpose

This request form outlines the intended use of AI technologies within BPSS-licensed schools and ensures compliance with New York State Education Law and BPSS policies. The goal is to facilitate the responsible integration of AI tools while safeguarding student privacy, maintaining data security, and upholding ethical and legal standards in educational and administrative applications.

Scope

This request applies to all AI-powered tools, chatbots, and platforms used within BPSS schools for instructional, administrative, or operational purposes. It includes AI-driven software, data-processing applications, and any digital tools that automate decision-making, generate content, or assist in record-keeping.

Safety and Security

All AI implementations must comply with data protection policies and security protocols to prevent unauthorized access or misuse. Schools must ensure that AI tools do not expose students or staff to harmful, biased, or inappropriate content. Any security breaches, unauthorized data access, or unintended consequences arising from AI use must be reported immediately to BPSS.

SECTION 1: SCHOOL INFORMATION

This form must be completed by any BPSS-licensed school seeking to implement Artificial Intelligence (AI) in its administrative, instructional, or operational processes. AI use must comply with all applicable New York State Education Laws, data privacy regulations, and BPSS policies.

School Name:

School Address:

Institutional I.D. #:

School Director (or Authorized Personnel):

Describe the AI system's function and intended application within the school:

SECTION 2: AI SYSTEM DETAILS

Please use additional pages with pages numbered if more space is needed for explanations.

AI System Name:

AI Provider/Developer:

Purpose of AI Use: (Check all that apply)

Student Learning & Instruction

Administrative Records Management

Admissions & Enrollment Processing

Student Performance Tracking & Assessment

Automated Decision-Making

AI Chatbot for Student or Staff Inquiries

AI-Generated Communications & Outreach

Other (please specify):

SECTION 3: AI SOLICITATIONS & COMMUNICATIONS

Will the AI system be used for solicitations, outreach, or automated messaging? Yes No

If Yes, specify the intended solicitations or communications:

AI Chatbot for Admissions & Enrollment Inquiries

Automated Email or Notifications to Students/Staff

AI-Assisted Marketing or Recruitment Efforts

AI-Generated Advising or Counseling Messages

Other (please specify):

SECTION 4: AI DATA SECURITY & COMPLIANCE

1. Does the AI system store messages, interactions, or user inputs? Yes No

If Yes, explain how stored data is secured and for how long it is retained:

2. AI-generated records must be identifiable, and all access must be logged. Explain how the system will track and report access history, including unique identifiers:
3. AI system records must be password-protected. List names and titles of personnel with access:
4. Describe how the school will ensure that students' personal identifiable information will be/is kept confidential:

ATTESTATION

It is required that you contact your BPSS field associate immediately if the school's AI system or any AI-generated records have been compromised in any manner. Your attestation below affirms your understanding of this requirement and certifies that all the information provided in this document is accurate and truthful.

If, at any time, BPSS reasonably determines that the school's use of Artificial Intelligence may jeopardize the integrity, confidentiality, or accuracy of student or administrative records, BPSS may require the school to modify its AI implementation, adjust its data security protocols, or cease the use of AI altogether.

By signing below, I confirm that the school will adhere to all BPSS and New York State Education Department regulations regarding AI use. Failure to comply may result in the revocation of AI use authorization.

Name / Signature of Licensed School Director:

(Print)

(Signature)

Date Signed: _____