

Key Responsibilities

While the Maryland State Department of Education establishes statewide expectations and supports, Local Education Agencies (LEAs) are responsible for evaluating AI tools, ensuring compliance with privacy and civil rights laws, monitoring equity impacts, and guiding responsible classroom and operational use. The responsibilities outlined below reflect the essential work districts must undertake to ensure that AI strengthens teaching, learning, and student well-being across Maryland's schools while ensuring it is used safely and ethically.

DEVELOP AND MAINTAIN LOCAL AI POLICIES ALIGNED TO STATE GUIDANCE

- Adopt or update district AI policies covering instructional use, operational use, data privacy, academic integrity, and human oversight.
- Ensure policies reflect statewide principles of equity, transparency, privacy, and responsible innovation.
- Review and revise policies annually as technologies, risks, and local conditions evolve.

ESTABLISH DISTRICT AI GOVERNANCE STRUCTURES

- Form a multidisciplinary AI governance team (curriculum, IT, data privacy, legal, school administrators, teachers, specialists).
- Define local procedures for tool vetting, pilot approval, escalation pathways, and incident response.
- Ensure governance processes include perspectives representing multilingual learners, students with disabilities, and traditionally marginalized groups.

VET AND APPROVE AI TOOLS BEFORE USE

- Conduct thorough evaluations using a local rubric or Maryland's provided templates (risk assessments, privacy checklists, equity reviews).
- Review vendor disclosures on training data, model limitations, data use, accessibility, and known risks.
- Ensure all adopted tools comply with FERPA, COPPA, PPRA, IDEA, Section 504, ADA, COMAR, and district data governance policies.
- Document decisions, including rationale for adoption, rejection, or conditional approval.

MONITOR EQUITY, FAIRNESS, AND IMPACT ACROSS USE CASES

- Evaluate whether AI tools produce disparate impacts across student groups.
- Monitor predictive systems and operational tools (attendance, early warning, scheduling) for bias, drift, or unintended consequences.
- Adjust or discontinue tools when inequities, inaccuracies, or harms are identified.
- Incorporate AI monitoring into existing district equity audits and improvement cycles.

PROTECT STUDENT DATA AND ENSURE ROBUST SECURITY PRACTICES

- Enforce data minimization, access controls, encryption, and secure integration practices.
- Ensure contracts include strict data-use limitations, deletion requirements, and clear incident response obligations.
- Train staff on responsible data entry into AI systems and prohibit entering sensitive PII into unauthorized tools.

- Maintain cybersecurity safeguards appropriate to AI-related risks.

PROVIDE PROFESSIONAL LEARNING FOR EDUCATORS AND STAFF

- Train educators on responsible and ethical AI use, academic integrity expectations, instructional integration, and evaluation of AI outputs.
- Ensure administrators and central office staff understand procurement requirements, equity monitoring, and oversight responsibilities.
- Support ongoing professional learning aligned with MSDE's statewide pathways and local priorities.

SUPPORT CLASSROOM IMPLEMENTATION AND AI LITERACY INSTRUCTION

- Ensure students receive annual AI literacy learning experiences aligned to Maryland's competencies.
- Provide teachers with curriculum supports, instructional models, and collaborative planning time.
- Monitor classroom use of AI for alignment with district policies and instructional goals.

ENSURE HUMAN OVERSIGHT IN ALL AI-ASSISTED DECISIONS

- Require human review for any AI-generated recommendation affecting student placement, grading, discipline, access to supports, or resource allocation.
- Train staff to recognize automation bias and verify outputs before taking action.
- Document processes ensuring educators remain the final decision-makers.

MAINTAIN TRANSPARENT COMMUNICATION WITH FAMILIES AND STAKEHOLDERS

- Inform families about which AI tools are used, why, what data they collect, and how privacy and safety are protected.
- Provide information in multiple languages and accessible formats.
- Offer opportunities for families to ask questions, express concerns, or request clarification.
- Communicate local academic integrity expectations around AI use by students.

ESTABLISH LOCAL PROCESSES FOR REPORTING AND RESPONDING TO INCIDENTS

- Implement clear pathways for educators, students, and families to report errors, harmful outputs, or inappropriate AI use.
- Investigate incidents promptly and adjust policies or practices as necessary.
- Notify MSDE of significant concerns, patterns, or failures.

INTEGRATE AI CONSIDERATIONS INTO DISTRICT OPERATIONS AND CONTINUOUS IMPROVEMENT

- Ensure operational AI (transportation, scheduling, communications, early-warning systems) is evaluated regularly for fairness, accuracy, and alignment with district goals.
- Review vendor updates, system changes, and performance drift.
- Reduce or discontinue tools that no longer meet policy expectations or educational needs.
- Incorporate AI data into existing strategic planning and improvement frameworks.

PROMOTE SAFE, ETHICAL, AND DEVELOPMENTALLY APPROPRIATE STUDENT USE

- Set clear expectations for allowable vs. prohibited student use, and require students to document AI assistance when permitted.
- Teach privacy, digital citizenship, and responsible technology use.
- Protect younger learners by limiting or disabling high-risk generative features when developmentally inappropriate.