



Louisiana Academy
of Production

LOUISIANA ACADEMY OF PRODUCTION

Artificial Intelligence (AI) Acceptable Use Policy

Lights. Camera. Access. | 7800 Innovation Park Drive, Baton Rouge, LA 70820

Effective: August 2026 (2026–2027 School Year) Applies to: All students, faculty, and staff

1. PURPOSE

Louisiana Academy of Production (LAAP) prepares students for college and high-wage careers in film, television, and digital media — industries where artificial intelligence is rapidly reshaping creative and technical work. This policy establishes expectations for the responsible, ethical, and safe use of AI tools (including generative AI and large language models) by students and staff. It supplements, and does not replace, LAAP's general technology acceptable use agreement and all applicable laws.

2. GUIDING PRINCIPLES

Consistent with the Louisiana Department of Education (LDOE) guidance, Artificial Intelligence in Louisiana Schools, LAAP's use of AI is grounded in: data privacy and security; ethical use and fairness; student-centered learning; transparency and explainability; and ongoing professional development. AI is a supportive tool that empowers educators and students — never a replacement for human judgment, instruction, or decision-making.

3. CLASSROOM USE: TIERED AI INTEGRATION

LAAP adopts the LDOE's tiered approach. Teachers will clearly designate the permitted tier for each assignment or activity:

- **AI-Empowered** — AI tools are actively encouraged under teacher supervision; all AI-generated content must be cited and reviewed for accuracy.
- **AI-Enhanced** — AI may be used to transform the learning process under stated conditions, with sources cited and outputs verified.
- **AI-Assisted** — AI may be used only for feedback or brainstorming; all submitted content must be the student's own work.
- **AI-Prohibited** — AI use is not permitted on assignments designed to assess core knowledge and skills. Unauthorized use is academic dishonesty.

4. ACCEPTABLE USE

- Use only school-approved AI tools, on school-approved accounts and devices, for school-related work.
- Disclose and cite AI assistance. Work produced in whole or in part with AI must be clearly labeled or cited per the assignment's requirements.

- Verify before you rely. Review all AI output for accuracy, bias, and “hallucinations” (false information presented as fact) before using it.
- Keep a human in the loop. AI may inform — but never make — decisions about grading, discipline, eligibility, or student services. A designated staff member must review and approve any AI-assisted output before it is used, and accountability rests with that person.

5. PROHIBITED USE

- Entering confidential or personally identifiable information — student records, grades, health information, passwords, or staff evaluation data — into publicly available AI tools.
- Submitting AI-generated work as one's own, or using AI on AI-Prohibited assignments (plagiarism/cheating under LAAP's academic integrity policy).
- Using AI to create deepfakes, impersonations, misinformation, or content that harasses, bullies, or harms any member of the school community.
- Using AI to bypass school security controls, content filters, or monitoring software, or to create or spread malicious code.
- Registering unapproved AI tools with school email accounts or credentials.

6. PRIVACY, DATA, AND COMPLIANCE

All AI use must comply with FERPA, COPPA, CIPA, IDEA, and Louisiana student privacy law (La. R.S. 17:3913–3914), including required data-sharing agreements with AI vendors. LAAP will maintain a software approval process for AI tools, provide transparency to families about the AI tools in use, and monitor student technology use consistent with LDOE-recommended safeguards. Some tools carry age restrictions and may require parental consent.

7. ACADEMIC INTEGRITY AND CONSEQUENCES

Teachers will design assessments, use detection tools, and check in on student work to uphold academic integrity, consistent with LDOE-recommended strategies. Violations of this policy will be addressed under LAAP's student code of conduct or, for employees, applicable personnel policies. Suspected unauthorized disclosure of confidential data through an AI tool must be reported to school administration immediately.

8. GOVERNING REFERENCE

This policy is aligned with and should be read alongside: Louisiana Department of Education, *Artificial Intelligence in Louisiana Schools: Guidance for K-12 Schools* (Fall 2024), available at: doe.louisiana.gov/docs/default-source/technology-footprint/ldoe-ai-guidance.pdf

ACKNOWLEDGMENT: I have read and agree to follow the Louisiana Academy of Production AI Acceptable Use Policy.

Student/Employee Name: _____ Signature: _____

Parent/Guardian (students under 18): _____ Date: _____

