



MAIN AI PLAYBOOK IMPLEMENTATION KIT

AI and Dual Enrollment Coordination Toolkit

Working tools for aligning college academic expectations with K-12 technology, privacy, access, and student-support responsibilities.

Audience	Postsecondary institutions, school districts, dual-enrollment offices, instructors of record, facilitators, counselors, IT, privacy, accessibility, students, and families
Edition	Version 1.0 Reviewed August 2026
Companion resource	https://mainms.org/ai-dual-enrollment-guide/
Purpose: Use this working kit to turn the companion MAIN resource into decisions, records, and repeatable action. Complete only the sections relevant to the proposed use and retain the result under your organization's normal recordkeeping practices.	

Important boundary: This voluntary planning resource does not replace applicable law, safety or cybersecurity requirements, institutional policy, contracts, professional standards, or qualified review. MAIN does not approve local tools, uses, or decisions.

1. Partnership and course snapshot

Course record

Field	Local entry
Postsecondary institution	
District / school	
Course and term	
Instructor of Record	
K-12 facilitator / coordinator	
Students / grade levels	
College AI policy	
District technology / AI policy	
Approved tools and access	
Escalation contacts	

Known differences or constraints

Academic authority, blocked tools, age/account terms, privacy, accessibility, cost, professional standards, or timing.

2. Local responsibility matrix

Responsibility	Lead	Supporting roles	Evidence / location
Course academic standards and learning outcomes			
Assignment-level AI status			
Approved tools, accounts, and network access			
Student privacy and records			
Accessibility and equivalent access			
Student orientation and family communication			
Faculty / facilitator preparation			
Academic-integrity process			
Conflict escalation and final authority			
Annual review and policy-change communication			

3. Institutional readiness

☐	Partners have reviewed the current Mississippi dual-enrollment manual and their agreement.
☐	Academic authority and assignment-level AI decision rights are clear.
☐	Current college and district AI, privacy, security, accessibility, and integrity requirements are available.
☐	Approved tools, account types, age limitations, consent processes where applicable, and alternatives are documented.
☐	Students receive one clear instruction when institutional requirements differ.
☐	Escalation contacts and response expectations are known before the course begins.

Instructor and facilitator readiness

☐	Course and assignment AI expectations are communicated before work begins.
☐	The learning objective and work students must perform personally are explicit.
☐	Facilitators know what they may clarify and what must be routed to the Instructor of Record.
☐	AI detection is not treated as sole evidence of misconduct.
☐	Privacy, approved tools, accessibility, and equivalent participation have been addressed.

Student and family readiness

☐	Students understand college-level authority and how assignment rules may differ.
☐	Students know how to ask whether a specific AI use is allowed.
☐	Students can verify claims, sources, calculations, code, and disclosure.
☐	Students know what information must not be placed in unapproved tools.
☐	Families receive appropriate information without confusing record rights or academic authority.

4. Course and assignment templates

Sample course AI statement - adapt locally

Artificial intelligence expectations may vary by assignment. Follow each assignment's AI instructions and ask before using AI when the boundary is unclear. Unauthorized assistance may violate applicable academic-integrity requirements. When AI is authorized, you remain responsible for accuracy, sources, calculations, code, originality, privacy, and the final work. Disclosure or citation requirements will be stated when applicable.

Assignment AI permission card

Field	Local entry
Status	☐ Required ☐ Permitted ☐ Limited ☐ Prohibited
You may	
You may not	
Approved tool / alternative	
Disclosure / citation	
Verification	
Learning objective	
Questions / contact	

5. Conflict-resolution record

Do not ask a student to bypass controls or decide which institution to disobey.

Resolution sequence

Step	Record
Identify	Exact conflict, course or assignment, tool, timing, and affected students.
Pause	Interim instruction that avoids bypassing controls or unfairly penalizing students.
Notify	Instructor of Record, postsecondary office, district/school coordinator, and other designated authority.
Classify	Academic standard, access, privacy/security, conduct, accessibility, cost, contract, or legal/compliance issue.
Resolve and document	Authority, approved path or equivalent alternative, owner, effective period, and communication.
Improve	Course material, onboarding, agreement, or process change needed to prevent recurrence.

Final student instruction

Write the single, clear instruction provided to the student and identify the contact for questions.

6. Annual AI alignment review

☐	College and district AI policies and guidance
☐	Approved tools, account terms, privacy, security, age, and access
☐	Syllabus and assignment language
☐	Integrity and detection practices against current evidence
☐	Student orientation and faculty/facilitator preparation
☐	Accessibility and equitable-access alternatives
☐	Contacts, escalation path, and response expectations
☐	Partnership agreement, handbook, or operating-procedure updates
☐	Communication of material changes to students and families

Annual review decisions

Changes, owners, due dates, effective term, and communication plan.

Reference and review record

Record local reviewers and revisit the kit whenever the tool, data, workflow, policy, or risk changes.

Local reviewers and roles

Names, roles, departments, and dates reviewed.

Local requirements consulted

Policies, contracts, procedures, laws, standards, or regulator guidance that control this use.

Companion MAIN resource

<https://mainms.org/ai-dual-enrollment-guide/>

Selected authoritative foundations

- [Mississippi Institutions of Higher Learning dual enrollment](#)
- [Mississippi Community College Board dual enrollment and credit](#)
- [U.S. Department of Education FERPA resources](#)
- [FTC COPPA FAQs](#)

Maintenance: This is a living implementation aid. Confirm current source status before high-consequence use and record material local changes or decisions.