



AI Governance: Frequently Asked Questions

Answers for the students, families, districts, funders, and communities iJAG serves.

Iowa Jobs for America's Graduates has formally adopted an AI Governance Charter, effective June 30, 2026. The questions below are the ones we hear most often from the people and organizations we work with, answered directly.

THE LINE WE DO NOT CROSS

Student personally identifiable information is never entered into any AI tool. Not with approval. Not with safeguards. Not under any circumstance. This is not a policy iJAG is still refining. It is the line the organization does not cross.

QUESTIONS BY AUDIENCE

Students and Families

Is iJAG using AI to make decisions about my student?

No. While AI supports iJAG staff in doing their work more effectively, our core values uphold our most important work: our work with students. Our AI Governance Charter honors this commitment. Humans make all decisions always, and AI is not being used for student assessment purposes.

Is my student's personal information being put into AI tools?

No. iJAG's governance charter is explicit: student personally identifiable information is never entered into any AI tool. Not with approval. Not with safeguards. Not under any circumstance. Student data protection is the foundational requirement for everything iJAG does with AI.

How do I know iJAG is using AI responsibly?

iJAG has adopted a formal AI Governance Charter, one of the first JAG affiliates in the country to do so. The charter establishes clear guardrails, prohibited uses, and accountability structures. See our AI Governance Launch Brief for a public summary, or request the full charter directly.

District Partners

How does iJAG's AI use affect student data shared with us?

Student data shared between iJAG and district partners carries the same protections that govern all iJAG operations. Student PII is never entered into any AI tool. This is a hard line in the iJAG AI Governance Charter, not a guideline. iJAG's governance framework was built with district data obligations as a foundational requirement.

What happens if a Specialist uses an AI tool inappropriately in our district?

iJAG has a formal escalation process. Any incident involving potential misuse of AI with student data is escalated immediately to the President and CEO. iJAG will communicate with the affected district partner directly and promptly.

Will iJAG's AI governance language be reflected in our MOU?

Yes. Updating district MOUs and student handbooks to reflect iJAG's AI governance commitments is planned for Spring 2027.

Can we see iJAG's AI Governance Charter?

Yes. The charter is a public-facing document. Our AI Governance Launch Brief provides a summary, and iJAG is prepared to share the full charter with any district partner upon request.

Funders

Is iJAG using AI to write grant applications submitted to our organization?

iJAG may use AI to assist with drafting and refining grant communications. iJAG's governance charter requires that all AI-generated content be reviewed, verified, and approved by the responsible team member before submission. iJAG does not submit AI-generated content as fully human-authored without disclosure.

How do we know iJAG's AI use aligns with our grant requirements?

iJAG has adopted a formal AI Governance Charter that establishes clear boundaries and accountability for AI use across the organization. Funder and contract compliance is a named governance domain with assigned ownership. iJAG is prepared to provide documentation upon request.

What safeguards does iJAG have around student data in AI systems?

Student PII is never entered into any AI tool. This is an absolute prohibition in iJAG's adopted governance charter, with no exceptions. iJAG uses only enterprise-grade AI tools that operate in secure environments and do not use iJAG data for model training. These protections are codified in the adopted charter.

Board Members

What is our role in AI governance oversight?

The Board of Directors provides governance oversight of iJAG's AI framework. Material AI incidents are reported to the board. The AI Governance Charter is presented to the board for review following formal leadership adoption. Annual maturity reassessments include a board-facing summary.

How do we know the charter is being followed?

The AI Governance Committee meets monthly with standing AI governance agenda items. Decisions are documented in a governance log. The AI Governance Maturity Index is resurveyed annually and results are reported to the board. Accountability is built into the structure.

Is iJAG ahead of or behind peer organizations on AI governance?

iJAG is ahead. Most nonprofits of comparable size and complexity have not yet established formal AI governance frameworks. iJAG built one before being asked, and that distinction will matter with funders, legislators, and district partners.

Legislators and the Public

How is iJAG protecting student data from AI systems?

iJAG has adopted a formal AI Governance Charter with an explicit, absolute prohibition: student personally identifiable information is never entered into any AI tool. No exceptions. All AI tools used at iJAG must meet enterprise-grade security standards and must not use iJAG data for model training.

Is iJAG compliant with FERPA and COPPA in its AI use?

Yes. iJAG's AI governance framework was built with FERPA and COPPA obligations as foundational requirements. Student data privacy is the primary obligation for every AI governance decision iJAG makes.

Who is accountable for AI decisions at iJAG?

The President and CEO holds final decision authority on all AI governance matters. Every AI-supported action at iJAG is tied to a named responsible person. The AI Governance Committee, a cross-functional leadership team, governs AI adoption across the organization.

What makes iJAG's approach to AI different from other youth-serving organizations?

iJAG built governance before being required to. The AI Governance Charter establishes clear guardrails, prohibited uses, escalation processes, and accountability structures. It was adopted by iJAG's full leadership team through a deliberate, values-driven process. iJAG is positioned to lead responsibly among JAG affiliates and youth-serving organizations across Iowa.

GENERAL QUESTIONS

Governance & Ownership

Who owns AI decisions at iJAG?

Ownership is assigned by decision type, not held by one person. The Charter includes a Decision Index that names who is accountable, who advises, and who approves across every category of AI-related decision.

What happens if something goes wrong with an AI tool or use case?

We have a documented Risk and Escalation Framework that defines how issues are surfaced, who is notified, and how decisions get made, so nothing depends on improvisation in the moment.

Does the board have oversight of this?

Yes. Final approval authority on AI tool vetting sits with our President and CEO, and the Charter itself is a board-ready governance document.

How mature is iJAG's AI governance right now?

We established a baseline maturity score as part of this process, which gives us an honest, measurable starting point and a way to track improvement over time rather than claiming perfection.

Origin & Process

Why did iJAG create an AI governance charter?

As a legislatively visible nonprofit serving youth, iJAG has a responsibility to lead on AI adoption rather than react to it. The Charter gives our leadership team, board, funders, and legislators a clear, defensible account of how we make AI decisions and why.

Was this required by a funder, regulator, or law?

No. This was a proactive leadership initiative, not a compliance mandate. iJAG chose to get ahead of AI governance before it became a reactive necessity.

How was the Charter developed?

Our CEO and senior leadership team worked through two structured sessions with outside facilitation. Individual conversations happened first to surface honest views, followed by a full-day working session to build the framework and a follow-up session to finalize and formally adopt it.

Who did you use for outside facilitation?

iJAG partnered with Kacy Webster, M.Ed. of Profit Quiver, a business transformation and AI implementation consultancy, to facilitate the process from start to finish. Profit Quiver led both structured working sessions, guided the individual leadership conversations that shaped the framework, and helped translate iJAG's values into a working governance document rather than a theoretical one.

How long did the process take?

About five weeks from first conversation to formal adoption, including time between sessions for review and revision.

Who was involved?

The CEO and six senior leaders spanning programs, finance, development, and executive operations. This was a full leadership team effort, not a single department's policy.

What has this process actually been like for iJAG's leadership team?

Clarifying more than restrictive. Our President and CEO has described the experience as deepening her belief that AI can be a valuable tool to support, enhance, and move the work forward, and arriving at real conviction that guardrails are what make responsible innovation possible, not what stand in its way. Across the leadership team, the consistent theme has been that this process protects what makes iJAG successful, our mission, our student relationships, and the trust our partners place in us, while positioning the organization to embrace innovation thoughtfully rather than reactively.

Student Safety & Data

Does this Charter apply to student-facing AI use?

This is the overarching AI Governance Charter. iJAG treats student-facing AI use differently than internal operational use. Our guardrails operationally prohibit any student PII data or decision-making with AI. iJAG works closely with its districts to ensure alignment with student policies at the district level.

How does this protect student data?

The Charter was built with FERPA and COPPA obligations as a starting constraint, not an afterthought. Any AI tool touching student data is vetted against those requirements before approval.

Tools & Practices

What AI tools does iJAG currently use?

iJAG's approved enterprise tools are Microsoft 365 Copilot and ChatGPT Enterprise for the Leadership Team, and Google Workspace Gemini for Specialists and staff organization-wide. Each has been vetted against our governance criteria, with documented boundaries on what it should not be used for, such as student PII or sensitive data in open web search queries.

Does this mean iJAG is restricting AI use?

No. The goal is enablement with guardrails, not restriction for its own sake. The Charter is built to help staff use AI confidently and knowledgeably, not to slow them down.

How does iJAG make sure public statements about AI match what's actually happening internally?

We maintain a Messaging Guardrails reference specifically so our public language about AI stays accurate and consistent with our actual practice.

What's Next

Is this a one-time document or an ongoing effort?

Ongoing. The Charter is a living framework, and iJAG has a plan to keep it active, review it periodically, and expand it as AI use grows across the organization.

Who can someone contact with questions about iJAG's AI governance?

Any questions can be addressed to Ondrea Mysak, Executive Business Partner, at ondrea.mysak@ijag.org.



Questions about our AI Governance Charter?

Ondrea Mysak, Executive Business Partner | ondrea.mysak@ijag.org

[Read our full charter at \[iJAG AI Governance Charter link\]](#)

Document Owner: iJAG AI Governance Committee

Prepared with facilitation support by Kacy Webster, M.Ed. | Profit Quiver | profitquiver.com | (515) 423-7197