



DUPLIN COUNTY SCHOOLS AI GUIDELINES

Updated 8/9/24 This document outlines guidelines for using Artificial Intelligence (AI) responsibly and securely at Duplin County Schools (DCS). DCS recognizes AI's potential for enhancing efficiency and student learning but emphasizes the importance of prioritizing privacy, security, and ethical considerations. These guidelines apply to all employees, staff, and students.



APPROPRIATE GENERATIVE AI USE BY DCS STUDENTS

As of June 2024, most AI tools are not COPPA compliant for students under 13. Younger students should work with teachers to use AI tools, while teachers must review usage agreements for students over 13. **The following guidelines apply to students when using Generative AI systems:**

- Students should always ask the teacher prior to using GenAI on work that has been assigned.
- Students should adhere to all DCS Board Policies when using Generative AI.
- Assignments should follow teacher guidelines in order to avoid issues of academic integrity and plagiarism (**Policy 4310 Integrity and Civility**). Students should track the usage of the tool and cite the tool when submitting assignments.
 - [MLA Guide to Generative AI Citations](#)
 - [APA Guide to Generative AI Citations](#)
- Students are responsible for the work that they submit. Therefore, students are expected to check for accuracy, for bias, and for appropriateness before submitting work.

WHAT IS GENERATIVE AI?

Artificial Intelligence (AI) refers to systems designed to complete specific tasks and has been around for many years. Smartphone's facial recognition, virtual assistants like Alexa and Siri, and social media algorithms all use AI. A newer advancement, Generative AI (GenAI) technology, generates original content, including text, images, and music, by learning from existing data. This technology facilitates the development of tailored educational materials, promoting creativity and enriching learning experiences. In educational settings, Generative AI can aid in various tasks such as lesson planning, writing assistance, text summarization, editing, image generation from text, and creation of assessment questions.

Generative AI also poses challenges. Legal and ethical questions around ownership, academic honesty, and student data privacy need to be thoughtfully considered.

WHAT IS AI'S ROLE IN THE CLASSROOM?

Integrating AI into classrooms has the potential to revolutionize education by making it more personalized, efficient, and accessible, while also empowering educators to be more effective in their teaching practices. AI's purpose in the learning environment is to augment, not replace, the expertise of the teacher in teaching and learning. AI can provide tailored support to meet diverse learning needs, by breaking down complex concepts or summarizing information, thereby enriching the educational experience.

DATA PRIVACY & SECURITY



Ensuring data privacy and security is paramount when using GenAI tools. It is essential to avoid entering any personally identifiable information (PII) or confidential information into AI systems to safeguard privacy. **This includes student and staff contact information, demographic information, student/staff ID numbers, rosters, and other sensitive information.** By strictly adhering to this guideline, staff and students can utilize GenAI technologies effectively while protecting the integrity of personal data.

APPROPRIATE USEAGE



- Research Assistance:** Helping students gather knowledge and information for a topic, assignment, or assessment.
- Creative Projects:** Generating art, music, or creative writing ideas as a starting point for student projects.
- Practice and Revision:** Utilizing AI for practice exercises, grammar checks, and feedback.
- Personalized Learning:** Providing students with a tutor to help students learn at their own pace and in their own way.

INAPPROPRIATE USEAGE



- Submitting AI-Generated Work:** Turning in assignments entirely created by AI as a student's own without disclosure or modification.
- Plagiarism:** Using AI to rephrase existing content without proper citation to bypass plagiarism detection tools.
- Misinformation:** Relying on unchecked AI generated information for academic work without verifying its accuracy.
- Not Asking Permission:** Submitting work without confirming that GenAI is permitted to be used.



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APPROPRIATE GENERATIVE AI USE BY STAFF

Staff is encouraged to explore Generative AI systems, and to teach their students about such systems, including the uses of, limitations of, and legal and ethical issues associated with such systems. These tools can assist teachers in their work, and an understanding of these systems is crucial to supporting students as they learn to work in an evolving social and technology environment.

The following guidelines apply to staff when using Generative AI systems:

- Staff are expected to use their professional judgment and expertise at all times. The person using AI is accountable for the content it generates. As such:
 - Staff are expected to check all Generated AI content for accuracy, for bias, and for appropriateness before using that content in the classroom or in their work.
 - Staff are expected to respect the same academic integrity (***Policy 4310 Integrity and Civility***) as those expected of students. As such, where appropriate and in an appropriate manner, staff should indicate if content has been generated by AI systems. Below are two guides on how to cite work generated by Generative AI systems.
 - **[MLA Guide to Generative AI Citations](#)**
 - **[APA Guide to Generative AI Citations](#)**
- Staff are expected to adhere to the “Generative AI Use by DCS Students” guidelines listed, as well as to take into account equity and access considerations when creating assignments for students.
- Staff should be aware that generative AI detectors are not reliable. Detectors may create false positives, penalizing non-native speakers and creative writing styles. As well, detectors may often create false negatives for skillful AI prompters who know how to fool the AI.
- Per the NC Standard Course of Study, all K-12 teachers are expected to teach and implement the **[NC Digital Teaching and Learning Standards](#)** for Educators, Students, and Leadership in educating users on best digital practices including AI.
- Generative AI tools can be used by staff, in adherence with all DCS Board Policies, so long as personally identifiable information (PII) is not shared with the system. ***This includes but is not limited to:***



- **Do NOT** use student names, ID numbers, or other educational identifiers (EC, EL, AIG, etc.)
- **Do NOT** share or paste text into such systems that include student or staff personally identifiable information (PII) (***Policy 4705/7825-R Confidentiality of Personal Identifying Information***)
- **Do NOT** share sensitive data such as social security numbers, grades, medical information, or discipline information with Generative AI systems.

Overall, GenAI has a role in education making it more personalized, efficient, and accessible. However, it's essential to approach the use of AI in education thoughtfully, considering ethical implications and ensuring that it complements, rather than replaces, human interaction and expertise.

If there are any questions about the use of Generative AI systems by staff and students, please contact your teacher or supervisor.

Staff and students should adhere to all DCS Board Policies. Please note that policies and guidelines change throughout the year. Therefore, please refer to the DCS online policy manual and online version of the guidelines for the most up-to-date information.