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## ADMINISTRATIVE POLICY

### CURRICULUM

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#### SUMMARY

Academic integrity is commonly used in places of learning, such as a school. In simple terms, academic integrity requires that everyone engaged in learning behaves honestly. The knowledge and skills necessary for graduation, college, and career can develop only when students take responsibility and receive credit for their own intellectual work. Meaningful learning requires that individuals present their own ideas, hypotheses, and insights and receive feedback that supports student reflection, as well as knowledge and skill development. Presentation of others' work as one's own, including work generated by artificial intelligence programs, is not only academic and intellectual dishonesty (i.e., cheating), but doing so also undermines student learning.

#### CHEATING

Cheating in the academic context refers to a student attempting to earn academic credit through unfair and dishonest means. Cheating may result in disciplinary action consistent with the Student Rights and Responsibilities Handbook (INS-M001).

Examples of academic and intellectual dishonesty (i.e., cheating) when completing assignments or assessments may include, but are not limited to:

- Unauthorized use of materials, such as notes, a book, or the internet;
- Unauthorized use of devices, such as a cellular phone or calculator;
- Unauthorized use of artificial intelligence programs, such as, but not limited to, ChatGPT or WriteMyEssay;
- Unauthorized collaboration, such as copying from another student or doing group work when the assignment or assessment was supposed to be individual work;
- Possessing or sharing assessment questions or answers in advance of the assessment; and
- Having someone else write a paper or complete homework or an assessment for you.

#### ARTIFICIAL INTELLIGENCE (AI)

Artificial Intelligence (AI) is a machine's ability to perform the cognitive functions we usually associate with human minds. AI technologies have the potential to greatly enhance the educational experience, providing personalized learning opportunities, automating administrative tasks, and offering new ways for teachers to engage with the students. However, it is important to recognize the ethical and safety concerns surrounding the use of AI in the classroom.

#### Safe use and data security

Salem-Keizer Public Schools uses internet filters to facilitate the safe use of technologies, including AI.

- Staff and students may be denied network access to specific AI technologies if deemed unsafe for use.

Staff and students have a responsibility to ensure the security of any personal, sensitive, and confidential information when using AI technologies.

- Staff and students may not input the names of students, staff, members of the school community, or any other sensitive information about staff or students into an AI tool unless it has been declared officially safe to do so and approved by TIS (Technology & Information Services) via a service request (TIS-P018).

AI may be used to enhance instruction and student learning.

- Before utilizing AI in student learning, teachers must instruct students in both digital citizenship and AI-related safety skills.
  - Digital citizenship and AI-related safety skills may include, but are not limited to:
    - Copyright infringement and academic integrity
    - Identification of false or fabricated information
    - Response to inappropriate content

- Responsible online behavior
  - Online privacy
- Educators should include statements that specify parameters for AI use within the body of their course syllabus or, at the elementary level, within class rules.

Accidental or deliberate exposure to inappropriate material or unethical use of AI must be immediately reported.

- Deliberate exposure to inappropriate material resulting from student conduct may result in disciplinary action consistent with the Student Rights and Responsibilities Handbook (INS-M001).
- Deliberate exposure to inappropriate material resulting from staff conduct must be reported to Employee Relations (Human Resources) and may result in disciplinary action.

### **COMPLAINTS**

Students, parents, guardians, caregivers, and staff who are aggrieved by practices or activities conducted in the school or district may register their concern with the school administrator as outlined in policy ADM-P008: Complaints, Public: Process for Resolving.

### **APPROVAL AUTHORITY**

- Exec Team

### **REVISION HISTORY**

- 07/19/2023 – New document created.