LENAPE TECHNICAL SCHOOL

SECTION: OPERATIONS

TITLE: USE OF GENERATIVE ARTIFICIAL INTELLIGENCE IN EDUCATION

ADOPTED: August 15, 2024

REVIEWED:

REVISED:

815.1 USE OF GENERATIVE ARTIFICIAL INTELLIGENCE IN EDUCATION

Purpose

The school recognizes the potential that Generative Artificial Intelligence (Generative AI) offers in enhancing educational opportunities, streamlining operations and preparing students for a future that demands adaptability, critical thinking and digital literacy. When incorporated and used in a responsible and ethical manner, Generative AI can support a dynamic working and learning experience.

This policy addresses guidelines for the proper management and responsible use of Generative AI in the school's educational environment.

Authority

The Joint Operating Committee directs that the use of Generative AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Joint Operating Committee policies, administrative regulations and the school's rules including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), as well as Joint Operating Committee policies related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and staff and student expression. [1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17][18][19][20][21][22][23][24][25][26][27]

The availability of access to Generative AI tools and resources by students and staff does not imply endorsement by the school of the Generative AI tool or resource, nor does the school guarantee the accuracy of the information received from Generative AI tools or resources. The school shall not be responsible for any information that may be lost, damaged or unavailable when using a Generative AI tool or resource.

The school shall not be responsible for the dissemination, replication or alteration of information or data input by any student or staff into any Generative

	AI tool or resource. Nothing in this policy is intended to limit the school's obligations under applicable law or regulations. The school shall not be responsible for any unauthorized charges or fees resulting from access or use of Generative AI tools or resources.
Definitions	**AI literacy** – the ability to understand, use and interact with AI systems effectively, efficiently and responsibly. **Artificial Intelligence (AI)** – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns and making decisions. **Generative Artificial Intelligence (Generative AI)** – an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various mediums such as text, code, images, audio and video data. Generative AI is the focus of this policy. **Open-source AI** – AI tools and resources that are built on publicly accessible platforms and use and share data among all users who access the platform, both within and outside of the school.
Delegation of Responsibility	The school shall make every effort to ensure that Generative AI tools and resources are used responsibly by students and staff. The effective integration of Generative AI into education requires a collaborative effort between administration, teachers, staff, students and families. The school shall inform staff, students, parents/guardians and other users about this policy by posting on the school website and by other efficient methods. Generative AI tools and resources used in the school and its programs shall be evaluated and authorized on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards and data security by the following individuals:[8][9][10][27][28] 1. Administrative Director. 2. Building administrator. 3. Solicitor. 4. Director of Information Technology. The Joint Operating Committee directs that only school-authorized Generative AI tools and resources may be used on school computers and in school programs. Staff shall consult the school's list of authorized Generative AI tools

	and resources prior to implementation in the educational environment. Unauthorized Generative AI tools and resources may not adhere to required data privacy, monitoring and security standards.[3][25][27] The Administrative Director or designee shall be responsible for developing procedures to address student safety measures and to determine whether Generative AI tools and resources are being used for purposes prohibited by law, Joint Operating Committee policy or for accessing sexually explicit materials.[2][25][29][30][31][32][33] The school's solicitor, in coordination with the Director of Information Technology, shall evaluate new and existing vendor contracts, collective bargaining agreements and related agreements for impacts related to school use of Generative AI.[34][35]
Guidelines	<u>AI Literacy</u> *Staff* – The school shall provide staff with professional development opportunities addressing the effective and safe integration of Generative AI to enhance teaching and learning. Professional development opportunities may include, but not be limited to: 1. Ethical use of Generative AI. 2. The capabilities and limitations of Generative AI. 3. Critical analysis of content produced by Generative AI. 4. How to monitor and evaluate student inputs into Generative AI systems. 5. The parameters established by the center (school) for integrating Generative AI tools into classroom instructional design. 6. _____Other. Beyond formal professional development opportunities, the school encourages staff to explore Generative AI to discover lesson plan ideas, create templates or assessments and to generate ideas for the personalization of student learning. Generative AI tools and resources shall be used in accordance with applicable laws, regulations and this Joint Operating Committee policy.

Students –

The school shall provide training for students, which may include, but not be limited to:

1. Establishment of expectations regarding the ethical use of Generative AI.
2. The capabilities and limitations of Generative AI.
3. Critical analysis of content produced by Generative AI.
4. How to disclose use and cite Generative AI resources.
5. The importance of not disclosing personally identifiable information when using an open-source Generative AI tool or resource.
6. _____Other.

Ethical Considerations

The school shall prioritize the educational value in the use of Generative AI tools and resources and will take measures to mitigate associated risks. The school shall only authorize Generative AI systems and platforms appropriately equipped for preventing breach of personally identifiable information and addressing the school's prohibitions against discrimination, harassment, bullying, bias and access to sexually explicit materials, or those which are harmful to minors or prohibited by Joint Operating Committee policy.[8][9][10][20][25]

The school's technology protection measures shall be enforced during use of Generative AI on center (school) computers and network resources.[25]

The school shall provide additional training, when needed, and address accessibility needs to provide equitable access to Generative AI tools and resources for students and staff including, but not limited to, individuals with disabilities and English Learner students.[8][9][10][11][36]

The school prohibits the use of Generative AI in making decisions regarding employee recruitment, hiring, retention, promotion, transfer, evaluation, demotion or dismissal.[10]

The school prohibits the use of Generative AI in making final determinations on student assessments and evaluations.[8][9][11][13][14][37]

Academic Integrity –

The use of Generative AI by students to complete assignments or assessments shall only be allowed to the extent stated and outlined by the teacher for the individual assignment or course. Students shall be notified in advance of the parameters for use of Generative AI in assignments and assessments.

Students and staff shall receive training and be expected to appropriately cite original sources for quotations, facts, information, statistics, dates or the paraphrased statements of others. A Generative AI resource shall be cited when the system's generated content is quoted, paraphrased or otherwise used in the student's work. Lack of citation to AI generated work improperly implies that the work is entirely that of the student.[16]

The Joint Operating Committee permits the use of AI detection tools as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of academic integrity.

Copyright –

Individuals using Generative AI tools and resources must comply with federal law and Joint Operating Committee policy regarding the duplication or use of copyrighted materials.[4][24]

AI-Generated Content Verification -

Individuals using Generative AI tools and resources have a responsibility to apply proper oversight and evaluation of generated information. Generative AI tools shall not be the sole determining factor used to make decisions related to student learning, assessment, academic integrity or conduct. Staff and students should critically evaluate content produced by Generative AI for potential biases or inaccuracies and understand the importance of cross-referencing with trusted resources.

Evaluation and Monitoring of Generative AI

Administrators, network supervisors and teaching staff shall establish processes for ongoing evaluation and monitoring of Generative AI tools and resources used within the school and on school computers and network resources, including periodic assessments of the impact on student learning.

Issues identified during the evaluation and monitoring process shall be reported to the Director of Information Technology.

Consequences for Inappropriate Use

Failure to comply with this policy or school rules regarding appropriate use of Generative AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.[12][16][21][25][39]

Students and staff must immediately report any violations or suspicious activity to the building administrator or designee.

Users of Generative AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts.[25][40]

Illegal use of Generative AI; intentional modification without permission or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

This policy shall also apply to student conduct that occurs off school property or during non-school hours to the same extent as provided in Joint Operating Committee policy on student discipline.[12][16][25][39]

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Legal References
1. 24 P.S. 4601 et seq
2. 47 U.S.C. 254
3. 15 U.S.C. 6501 et seq
4. 17 U.S.C. 101 et seq
5. 20 U.S.C. 1232g
6. 20 U.S.C. 1400 et seq
7. 42 U.S.C. 12101 et seq
8. Pol. 103
9. Pol. 103.1
10. Pol. 104
11. Pol. 113
12. Pol. 113.1
13. Pol. 113.3
14. Pol. 114
15. Pol. 216
16. Pol. 218
17. Pol. 220
18. Pol. 237
19. Pol. 247

	20. Pol. 249 21. Pol. 317 22. Pol. 320 23. Pol. 324 24. Pol. 814 25. Pol. 815 26. Pol. 830 27. Pol. 830.1 28. Pol. 105 29. 18 Pa. C.S.A. 5903 30. 18 Pa. C.S.A. 6312 31. 18 U.S.C. 2256 32. 20 U.S.C. 7131 33. 47 CFR 54.520 34. Pol. 308 35. Pol. 818 36. Pol. 138 37. Pol. 127 38. Pol. 111 39. Pol. 233 40. 24 P.S. 4604 18 Pa. C.S.A. 2709 29 U.S.C. 794 28 CFR Part 35 28 CFR Part 36 34 CFR Part 99 34 CFR Part 104 34 CFR Part 300 Pol. 304 Pol. 824