

# Acceptable Use of Generative Artificial Intelligence (AI) Plan

*Princeton Public Schools*  
Board of Education

Fall 2024

The Board of Education has adopted Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) which requires the development of this Acceptable Use of Generative Artificial

Intelligence Plan (AI Plan). This AI Plan supplements Policy 2365 (AI Policy) as it provides the details of the general provisions included in AI Policy and adopted by the Board. Administration reserves the right to modify the plan in accordance with the policy, at any point in time, with or without notice.

Deviations from these guidelines or violations of the AI Policy will be considered violations of the District Policy 2361- Acceptable Use of Computer Networks/Computers and Resources.

## **Provision 1 AI USE & CITATIONS**

### **FOR STUDENTS:**

#### Age and Parental Consent

Princeton Public Schools believes that any websites or applications that require students to log in and/or provide any Personal Identifiable Information (PII) must be evaluated and approved for usage by the District Technology Department. A variety of factors will be considered, including FERPA and COPPA laws, the service's Terms of Use and Privacy Policy, and relevance/importance to enhancing student learning.

For the purposes of this plan, FERPA (Family Educational Rights and Privacy Act) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records.

COPPA refers to the Children's Online Privacy and Protection Act, which is a law that describes how websites, apps, and other online operators may collect data and personal information from children under the age of 13.

#### Classroom Use

Certain assignments may permit or even encourage the use of AI systems and tools. When AI use is permissible, it will be clearly stated in the assignment or specified by the teacher. Educators will guide students in appropriate use in their class using the appropriate use scale (see Provision 3). When in doubt, students should ask their teacher for clarification about how much AI use is permitted. Unless otherwise specified by the teacher, **the default rule is that the use of AI is not permitted.**

For assignments where AI is allowed, AI use must be appropriately acknowledged and cited. As in any case where a student incorporates words, thoughts, claims, and/or data not created by the student themselves into writing assignments, it is mandatory to cite reliable sources of information such as textbooks, scientific papers, scholarly books and articles, and reputable educational websites. **Citing any AI source as a primary source of information is not**

**permitted.** The District has developed [model disclosure statements](#) for students to use when citing AI.

Each student is responsible for assessing the validity and applicability of any AI output submitted with an assignment. Students will not earn full credit if inaccurate or invalid information or substantial or unauthorized reliance on AI is found in their work.

Students should be mindful that AI is prone to “hallucinations,” in which it generates false answers and information or outdated information. Accordingly, AI can generate erroneous, misleading, and/or biased information. Thus, students must always verify the information provided by AI using reliable sources such as textbooks, scholarly books and articles, scientific papers, and reputable educational websites. Students must verify that any response from an AI tool that they intend to rely on, or use is appropriate, not biased, not a violation of any other individual or entity’s property or privacy rights, and consistent with the District’s academic policies.

When students can consult AI, they must write in their own words in essays, lab reports, and other writing assignments. **Copying content from AI and presenting it as one’s own work is strictly prohibited.**

#### **FOR STAFF:**

Teachers and professional staff must supervise students' use of AI to ensure it is being used appropriately and constructively in the learning process. Teachers may allow students to use AI in assignments according to the acceptable use scale (see Provision 3).

Teachers and professional staff may consult AI for ideas, outlines and to enhance the educational experience, such as supplementing lesson plans, providing differentiated instruction, and aiding in curriculum development. **However, teachers should be aware that AI may provide false or biased information and suggestions not aligned to educational standards. Copying content from AI and presenting it as one’s own work is strictly prohibited. Use of AI-informed analyses and data for high-stakes or determinative decisions by teachers and administrators, including qualitative grading and assessments, is also prohibited.**

Teachers and professional staff must ensure that their use of any AI tool (i) complies with applicable laws such as those governing data and student privacy and District policies, including, without limitation, those regarding student information and (ii) does not violate any other individual or entity’s intellectual property or privacy rights.

In cases where a teacher or member of the professional staff incorporates words, thoughts, claims, and/or data they did not create themselves into a District deliverable, it is mandatory to cite reliable sources for the information such as textbooks, scientific papers, and reputable books, articles, and educational resources. Citing any AI source as a primary source of information is not permitted. The District expects educators to disclose use of non-district provided AI resources, as they do with other supplemental resources, in unit/lesson plans.

AI tools are prone to “hallucinations,” false answers/information, or outdated information. Accordingly, AI can generate erroneous, misleading, and/or biased information. Responses and content must always be carefully verified before they are used for District or educational purposes.

## **Provision 2 INFORMATION SHARING**

Students and staff should treat every bit of information provided to an AI tool as if it will go viral on the Internet and be attributed to the student or staff member, regardless of the settings selected within the tool (or the assurances made by its creators).

Students should not upload or input any personal, confidential, proprietary, or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, Social Security numbers, credit card or bank account numbers.

Teachers and professional staff should not upload or input any confidential, proprietary, or sensitive information, including any such personal student, or District information into any AI tool. Examples include passwords, personal information such as names, likeness, Social Security numbers, credit card or bank account numbers and other credentials, personnel material, information from non-public District documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public District information that might be harmful to the District if disclosed.

## **Provision 3 INFORMING STUDENTS ABOUT PERMITTED AI**

Teachers and professional staff should guide students in using AI responsibly, emphasizing the importance of academic integrity and the risks of (i) plagiarism and (ii) over-reliance on AI for academic work.

Teachers and professional staff should carefully evaluate the appropriateness of AI for educational purposes on a case-by-case basis, considering their appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards. The appropriate use [scale](#), developed at the District AI Summit, is recommended for classroom use at Princeton High School. It aims to provide clarity and a common language around when, and the extent to which, AI is permitted by individual teachers in their classroom.

## **Provision 4 APPROVAL OF AI TOOLS**

Teachers and professional staff should not use any AI tool in the classroom without first receiving written permission from their supervisor. Supervisors should contact the District Technology and Curriculum and Instruction departments to ensure the tool complies with FERPA, CIPA, and best practice.

Staff must also comply with the AI Plan regarding approval of new AI technology in connection with any other district activities including, but not limited to, tools relating to business, athletics, facilities, maintenance, or extracurriculars.

**Provision 5**  
**LIST OF AI TOOLS**

AI Coordinator will continually update and communicate an approved list of AI platforms that may be used by staff, and students in assignments, with teacher approval.

**Provision 6**  
**PARENTAL INFORMATION AND CONSENT**

The annual Student Acceptable Use form will also include language about appropriate AI usage which parents/guardians shall be asked to complete each year.

**Provision 7**  
**LIST OF PROHIBITED USES**

Prohibited use shall include any use of AI which does not align with the conditions set when the assignment was provided to the student; using AI to complete an assignment in a way that falsely represents the assignment as the student's own; using AI to purposefully create misinformation or to misrepresent others with the intent to harm, bully, harass, or intimidate; using AI with confidential student or staff personal information; using AI-informed analyses and data for high-stakes or determinative decisions by teachers and administrators, including grading and assessments; and other prohibited behaviors and/or conduct listed in the AI Policy.

**Provision 8**  
**ENFORCEMENT AND CONSEQUENCES**  
**FOR STAFF AND STUDENTS**

Teachers who suspect plagiarism or use of AI that violates District policy should first have a conversation with the student to ensure they understand expectations for acceptable use. Teachers should consult with the administration to ensure an appropriate investigation is conducted. AI detection tools should never be the only source of information relied upon in an investigation when a teacher believes AI has been used in violation of District Policy.

Offenses or violations of District Policy will be addressed by the teacher and professional staff in accordance with the District's policy of acceptable use and the school's code of conduct.

Students' essays and other writing assignments may be subject to scrutiny by authorized AI detection tools to identify content generated by AI. Should such content be detected, the teacher may require the student to complete an oral examination or revise the assignment to remove the content generated by AI.

Use of AI-informed analyses and data for high-stakes or determinative decisions by teachers and administrators, including grading and assessments, is prohibited.

Staff violations of this Policy may result in disciplinary action up to and including termination, as permitted by law. Concerns that someone has violated this Policy should be reported to the appropriate supervisor.

### **Provision 9 PROFESSIONAL DEVELOPMENT PLAN**

The annual District Professional Development plan shall include opportunities for staff to deepen their understanding of AI and its impact upon teaching and learning, including but not limited to creating assignments where students can learn the benefits and drawbacks of AI, creating AI-resistant assignments, and exploring tools to innovate the educational experience. As AI evolves, so will professional learning experiences.

### **Provision 10 COMMUNICATION PLAN**

District administrators, in collaboration with the Board, will develop a communication plan to ensure parents, guardians, and community members are informed about District policy, appropriate use of AI for students and staff, and how the district is supporting teaching and learning in the age of AI.

Resources:

[UNESCO: AI and Education: Guidance for Policy Makers](#)

[US Department of Educational Technology](#)

[Policy Guidance in Secondary Schools](#)

[Blueprint for an AI Bill of Rights](#)

[Peninsula School District](#)

[Holmdel Township AI policy](#)