

AI Literacy and Guidelines



Education. Well Crafted.

What is Generative AI?

Artificial Intelligence (AI) refers to systems designed to complete specific tasks and has been around for many years. Your smartphone's facial recognition, virtual assistants like Alexa and Siri, and social media algorithms all use AI. Generative AI (GenAI), however is a newer technology that generates original content, including text, images, and music, by learning from existing data. It enables the creation of innovative and customized educational materials, fostering creativity and enhancing learning.



What is AI's Role in Hickory City Classrooms?

AI's purpose in our learning environment is to augment, not replace, the effort put into your teaching and learning. Its use is intended to facilitate, not to complete tasks on your behalf. AI will offer tailored support to meet diverse learning needs, by breaking down complex concepts or summarizing information, thereby enriching the educational experience.

Data Privacy and Security

Ensuring data privacy and security is paramount when using GenAI tools. It is essential to avoid inputting any personally identifiable information (PII) or confidential information into AI systems to safeguard our privacy. **This includes student and staff contact information, demographic information and rosters.** By strictly adhering to this guideline, we can utilize GenAI technologies effectively while protecting the integrity of personal data, since we have no control over the data once it is in those systems.



Students: How to Know If and When to Use GenAI

- 1 Always start by asking your teacher if you can use GenAI on the work you are assigned.
- 2 Be sure to track your usage of the tool. You can do this by copying and pasting your conversation into a Word or Google document.
- 3 Always cite the tool when you submit your assignment.



Appropriate AI Usage

- **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 my own 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 AI Usage

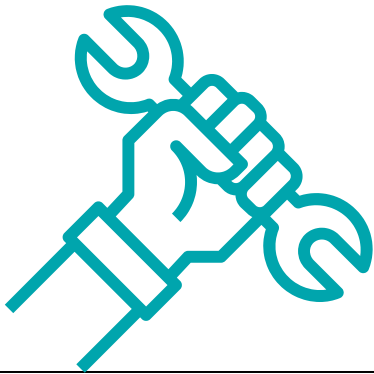
- **Submitting AI-Generated Work:** Turning in assignments entirely created by AI as a student's own without disclosure or modification.
- **Plagiarism:** Using AI to rephrase existing content without proper citation to bypass plagiarism detection tools.
- **Misinformation:** Relying on unchecked AI-generated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

What tools are supported by HCS?

Student Use/Access

SchoolAI: Designed for K-12 students with built-in monitoring tools. www.schoolai.com

MagicSchool: 60+ AI tools to help teachers and students in the classroom. www.magicschool.ai



Teacher Use/Access

Gemini: Google Gemini is a Large Language Model that is a competitor to ChatGPT. gemini.google.com

ChatGPT: The original LLM that started the GenAI revolution. www.chatgpt.com

Perplexity: Upload/attach documents and ask questions regarding large sets of information. www.perplexity.ai

Claude: An LLM created by Anthropic that allows for document upload and longer text context windows. Can also create interactive artifacts. www.claudeai.com

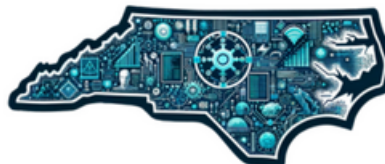
Hickory City Schools Policy

[HCS Technology Responsible Use Policy](#) : Policy Code: 3225/4312/7320

[Technology in the Educational Program](#): Policy Code 3220



HCS Guidance



**North Carolina
Generative AI Implementation
Recommendations and Considerations
for PK-13 Public Schools**