

Artificial Intelligence Guidance

Table of Contents

1. [Purpose](#)
2. [Guiding Principles for AI Use](#)
3. [Responsible Use of AI Tools](#)
4. [Prohibited Use of AI Tools](#)
5. [Advancing Academic Integrity](#)
6. [Responsible Use Procedures: AI Tools & Systems](#)
7. [AI Assistance: Considerations](#)
8. [Current Regulations](#)

Purpose

This document guides our students, staff, and school communities on the appropriate and responsible use of artificial intelligence (AI), particularly generative AI tools, in classroom instruction adhering to the WCPS Essential Curriculum.

Artificial intelligence refers to computer systems that are taught to automate tasks normally requiring human intelligence. "Generative AI" refers to tools, such as Microsoft Copilot, ChatGPT, Gemini, and MagicSchool AI, that can produce new content, such as text, images, or music, based on patterns AI learned from training data.¹ This is made possible through "machine learning," a subset of AI where computers learn from data without being explicitly programmed for a specific task. While generative AI tools show great promise and often make useful suggestions, AI is designed to predict correct answers from a data set. If there are gaps in the data, misinformation may occur.

Guiding Principles for AI Use

The following principles guide the appropriate and safe use of AI and address current and future educational goals, teacher and student agency, academic integrity, and security. This guidance complements existing policies on technology use, data protection, and academic integrity.

1. **WCPS uses AI to help all of our students achieve their educational goals.** We will use AI to help us reach our community's goals, including improving student learning and teacher effectiveness. We aim to make AI resources universally accessible, focusing especially on

¹ OpenAI. (2023). ChatGPT (September 25 Version) [Large language model]. <https://chat.openai.com>

bridging the digital divide among students and staff. AI tools are evaluated for biases and ethical concerns.

2. **WCPS reaffirms adherence to existing policies and regulations.** AI is one of many technologies used in our schools, and its use will align with existing procedures to protect student privacy, ensure accessibility to those with disabilities, and protect against harmful content. WCPS teachers will use digital tools approved through the Digital Tool Review Process.
3. **WCPS educates our staff and students about AI.** Students and staff will be given support to develop their AI literacy, which includes why they use AI, how to use it, and when to use it.
4. **WCPS explores the opportunities of AI and addresses the risks.** In continuing to guide our community, and evaluate if and when to use AI tools, paying special attention to misinformation and bias.
5. **WCPS uses AI to advance academic integrity.** Honesty, trust, fairness, respect, and responsibility continue to be expectations for both students and teachers. Students should be truthful by giving credit to sources using citation styles provided by the teacher.
6. **WCPS maintains student and teacher agency when using AI tools.** AI tools can provide recommendations or enhance decision-making, but staff and students will serve as “critical consumers” of AI and lead any organizational and academic decisions and changes.
7. **WCPS commits to auditing, monitoring, and evaluating our district’s use of AI.** Understanding that AI and technologies are evolving rapidly, we commit to frequent and regular reviews and updates of our policies, procedures, and practices.

Responsible Use of AI Tools

Our school system recognizes that responsible uses of AI will vary depending on the context, curriculum or assignment. Teachers will clarify if, when, why, and how AI tools will be used, while the school system will ensure compliance with applicable laws and regulations regarding data security and privacy. Appropriate AI use should be guided by the specific parameters and objectives defined for an activity as outlined on the WCPS Generative AI Acceptable Use Scale.²

WCPS Washington County Public Schools			Generative AI Acceptable Use Scale	
Generative AI refers to any of the thousands of Artificial Intelligence tools in which the model generates new content (text, images, audio, video, code, etc.). This includes, but is not limited to, Large Language Models (LLMs) such as ChatGPT, Gemini, image creators such as Adobe Firefly, and any tools with built-in generative AI capabilities such as Microsoft Copilot, Canva, etc.				
Level of AI Use	Full Description	Disclosure Requirements		
No AI Use	Student work is entirely without AI assistance. AI cannot be used at any time during the assignment. The work shows the student's own language, understanding, and skill.	No AI disclosure required in Works Cited Page. • May require academic honesty pledge that AI was not used. • May require written draft work to show progression of ideas.		
1 AI-Assisted for Ideation or Structuring	No AI content in final submission. AI can be used in the work for brainstorming, creating structures, and ideas to learn how to improve work.	AI disclosure is required in Works Cited Page. • Include Prompt Used with Date in citation. • Provide links to AI chat(s) in citation.		
2 AI-Assisted Editing	No new content can be created using AI. AI can be used to make improvements to the clarity or quality of student created work to improve the final output.	AI disclosure statement must be included disclosing how AI was used for editing purposes. • Links to AI chat(s) must be submitted with final submission.		
3 AI for Specified Task Completion	AI is used to complete parts of the task, as specified by the teacher. Student is responsible for validating and evaluating all AI-generated content either by one's self or another human.	AI disclosure is required in Works Cited Page. • AI created content must be cited using proper citation. • Include prompt used with date in citation. • Provide links to AI chat(s) submitted in citation.		
4 Full AI Use with Teacher Oversight	AI is used throughout work to support as an "assistant" to enhance structure and meaning. Student is responsible for validating and evaluating all AI-generated content either by one's self or another human.	AI disclosure is required in Works Cited Page. • One use of AI is using proper citation. • Include prompt used with date in citation. • Provide links to AI chat(s) in citation.		

² Gallagher, H. A., & Cottingham, B. W. (2023, June). The urgent need to update district policies on student use of artificial intelligence in education [Commentary]. Policy Analysis for California Education. <https://edpolicyinca.org/newsroom/urgent-need-update-district-policies-student-use-artificial-intelligence-education>

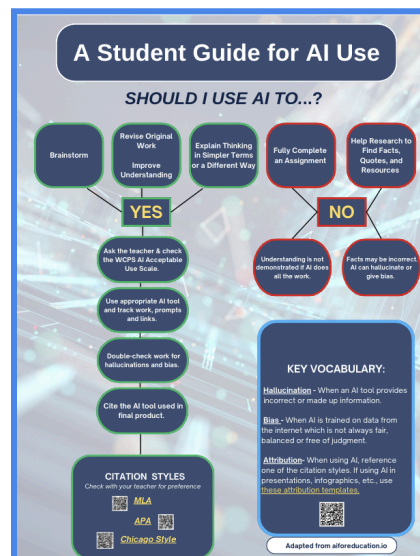


Prohibited Use of AI Tools

As WCPS works to realize the benefits of AI in education, we also recognize that risks must be addressed. Below are the prohibited uses of AI tools and the measures we will take to mitigate the associated risks.

Student Learning

- **Bullying/harassment:** Using AI tools to manipulate media to impersonate others for bullying, harassment, or any form of intimidation is strictly prohibited.
- **Overreliance:** Teachers will clarify if, when, why, and how AI tools should be used in their classrooms, and teachers and students are expected to review outputs generated by AI before use.
- **Plagiarism and cheating:** Students and staff should not copy from any source, including generative AI, without prior approval and adequate citation. Staff and students should not submit AI-generated work as their original work. Staff and students will be taught how to properly cite or acknowledge the use of AI where applicable. Teachers will be clear about when and how AI tools may be used to complete assignments and restructure assignments to reduce opportunities for plagiarism by requiring personal context, original arguments, or original data collection. Existing procedures related to potential violations of our Academic Integrity Policy will continue to be applied.
- **Unequal access:** If an assignment permits the use of AI tools, the tools will be made available to all students, considering that some may already have access to such resources outside of school.



Advancing Academic Integrity

While it is necessary to address plagiarism and other risks to academic integrity, we will use AI to advance the fundamental values of academic integrity - honesty, trust, fairness, respect, and responsibility.³

- Staff and students can use approved AI tools to quickly cross-reference information and claims, though they must still be critical of the output.

³ International Center for Academic Integrity [ICAI]. (2021). The Fundamental Values of Academic Integrity. (3rd ed). www.academicintegrity.org/the-fundamental-values-of-academic-integrity

- Advanced AI tools can increase fairness by identifying and minimizing biases in grading and assessments.
- AI can adapt materials for students with different learning needs, showing respect for individual differences.
- Teachers might allow the limited use of generative AI on specific assignments or parts of assignments and articulate why they do not allow its use in other assignments.
- If a teacher or student uses an AI system, its use must be disclosed and explained. As part of the disclosure, students will cite their use of an AI tool using one of the following resources:
 - [MLA Style - Generative AI](#)
 - [APA Style - ChatGPT](#)
 - [Chicago Style - Generative AI](#)

Responsible Use Procedures: AI Tools & Systems

- **AI Output Review:** Always review and critically assess outputs from AI tools before submission or dissemination. Staff and students should never rely solely on AI-generated content without review.
- **Bias and Misinformation:** Be aware that AI-generated content may possess biases or inaccuracies. Always verify AI-produced results using trusted sources before considering them in academic work.
- **Safety & Respect:** Users must not use AI tools to create or propagate harmful, misleading, or inappropriate content.
- **Transparency:** Any use of AI to aid assignments, projects, or research must be cited.
- **Usage:** AI tools will be used for educational purposes only. Misuse or malicious use of AI technologies may result in disciplinary action.

AI Assistance: Considerations

- **Assessments:** AI tools may be used as a tutor or studying assistant to prepare for assessments, such as exams or quizzes, but not in the context of completing exams or quizzes unless explicitly stated.
- **Assignments:** Teachers are responsible for clarifying appropriate or prohibited uses of AI tools. Teachers might ask for limited use of generative AI on entire assignments or parts of assignments. They should articulate why they do not allow its use in other assignments or parts of assignments.



- **Bias & Critical Thinking:** Teachers and students alike should critically evaluate AI-generated content for potential biases or inaccuracies and understand the limitations of AI and the importance of cross-referencing with trusted sources.
- **Citations:** Any AI-generated content used in assignments must be appropriately cited; its use must be disclosed and explained. As part of the disclosure, students may choose to cite their use of an AI system using one of the following resources:
 - [MLA Style - Generative AI](#)
 - [APA Style - ChatGPT](#)
 - [Chicago Style - Generative AI](#)
- **Plagiarism:** AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism.
- **Use of AI Detection Tools:** WCPS may use AI software to inspect and evaluate student work. While some teachers might use such systems to inform the feedback they provide to students about improving their writing, WCPS discourages relying only on AI software to determine responsibility in cases where plagiarism is suspected.

Current Regulations Relevant to AI in Education

- [FERPA](#) - AI systems must protect the privacy of student education records and comply with parental consent requirements. Data must remain within the direct control of the educational institution.
- [COPPA](#) - AI chatbots, personalized learning platforms, and other technologies collecting personal information and user data on children under 13 must require parental consent.
- [IDEA](#) - AI must not be implemented in a way that denies disabled students equal access to education opportunities.
- [CIPA](#) - Schools must ensure AI content filters align with CIPA protections against harmful content.
- [Section 504](#) - The section of the Rehabilitation Act applies to both physical and digital environments. Schools must ensure that their digital content and technologies are accessible to students with disabilities.

Citation

Code.org, CoSN, Digital Promise, European EdTech Alliance, Larimore, J., and PACE (2023). AI Guidance for Schools Toolkit. Retrieved from teachai.org/toolkit. [June,2004].

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](#).



AI Guidance for Schools Toolkit © 2023 by Code.org, CoSN, Digital Promise, European EdTech Alliance, and PACE is licensed under [CC BY-NC-SA 4.0](#). See [suggested citation](#).

