

GUIDANCE ON THE USE OF ARTIFICIAL INTELLIGENCE

M.S.A.D. No. 75 is committed to the ethical and productive use of generative AI as a tool to help district students learn while in school, and to be ready for their post-secondary school lives and careers. The purpose of this document is to ensure the responsible and ethical use of generative artificial intelligence (AI) in the District. District staff will receive ongoing professional development on how to use generative AI as an efficient and effective tool for planning and preparation. Students will receive a developmentally appropriate education on generative AI including but not limited to: what it is, how it works, limitations, reliability vetting, citations, and ethical use.

AI, and especially generative AI, should be viewed as an evolving tool, not an infallible source. AI is never to be utilized as a sole source; it should always be accompanied by human intelligence, to which it is a complement, not a substitute. This document is designed to assist District staff and students in the use of artificial intelligence as a constructive tool that will enhance critical thinking and academic performance.

M.S.A.D. No. 75 respects an individual’s choice to use generative AI as an educational and/or productivity tool, but expects all members of the community to take the following steps to ensure the appropriate use of generative AI in a classroom or work environment.

As a Learner:	<ul style="list-style-type: none"> ● Speak with your teacher before using generative AI tools to understand the purpose of an assignment and how generative AI should/should not be used. ● District-provided AI tools may allow safe and productive use of personal information. When using non-District tools, avoid entering any personal information into generative AI tools, as this may create privacy and security issues. ● Follow guidelines provided by your teacher to properly attribute AI-generated content. For example, you may be asked to keep a record of the prompt you used as well as the output from the tool. ● Fact-check and proofread all AI-generated content for accuracy, bias, or potentially dangerous content. Students are responsible for any inaccurate information.
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<p>As an Educator:</p>	<ul style="list-style-type: none"> ● Post your expectations for the use of generative AI in your classroom, syllabus, or assignment instructions so your students know when & how generative AI can be used. ● Speak with your students about the use of generative AI so they understand when it is appropriate to use it in school. ● Provide guidance on when and how to attribute AI-generated content in student work. ● Consider the usage terms of the generative AI tools (such as age restrictions) before using the tool in class. For example, ChatGPT is restricted for students under 13, and parental consent is needed for students between 13 and 17. ● When making use of AI-generated materials, fact-check and proofread for accuracy, bias, or potentially dangerous content.
<p>As an Employee:</p>	<ul style="list-style-type: none"> ● Communicate with your colleagues/peers when you use generative AI in the work or school environment. ● The use of confidential/personal student data (names, personally identifiable information, grades, IEPs, assessments, etc.) is strictly prohibited with open/public generative AI models. This includes paid personal subscriptions to generative AI models like ChatGPT Plus. ● Fact-check and proofread all AI-generated content for accuracy, bias, or other unwanted material.

CROSS REFERENCE:

IJNDD – Artificial Intelligence Use

REVIEWED:

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