GENERATIVE ARTIFICIAL INTELLIGENCE AT
AUSTIN PUBLIC SCHOOLS
Guidance on the Use of Artificial Intelligence (AI)

AI GOVERNANCE STRATEGY

GUIDING PRINCIPLES

PROCEDURES

BOARD POLICIES

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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, school management, and systemwide operations.

Artificial intelligence refers to computer systems that are taught to automate tasks normally requiring human intelligence. "Generative AI" refers to tools, such as Bing Chat, ChatGPT, Gemini, Midjourney, and DALL-E, that can produce new content, such as text, images, or music, based on patterns they've learned from their 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. Think of it as teaching a computer to be creative based on examples it has seen. While generative AI tools show great promise and often make useful suggestions, they are designed to predict what is right, which isn't always right. As a result, their output can be inaccurate, misleading, or incomplete. Generative AI has potential benefits for education and risks that must be thoughtfully managed.

This guidance is in line with, and does not replace, district policies, including, but not limited to, those listed below:

- Policy 406 – Public and Private Personal Data
- Policy 514 – Bullying Prohibition
- Policy 515 – Protection and privacy of pupil records
- Policy 524 – Internet, Technology, and Cell Phone Acceptable Use Policy
- Policy 601 – School District Curriculum and instructional goals
- Policy 606 – Textbooks and Instructional Materials; Library Materials

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

SCOPE

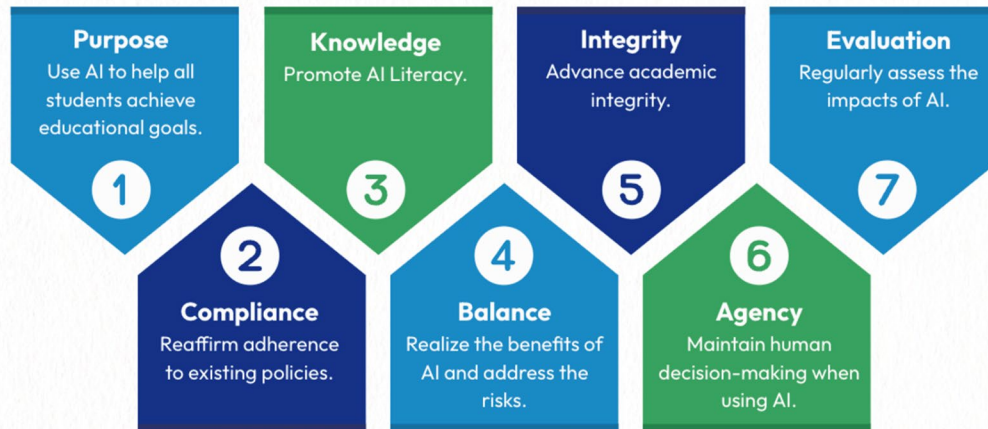This guidance applies to all students, teachers, staff, administrators, and third parties who develop, implement, or interact with AI technologies used at Austin Public Schools. It covers all AI systems used for education, administration, and operations, including, but not limited to, generative AI models, intelligent tutoring systems, conversational agents, automation software, auto-captioning, and analytics tools. This guidance complements existing policies, statutes, and laws on technology use, data protection, academic integrity, and student support.

Potential Benefits of AI in Education

Content development and **differentiation**

Assessment design and timely, effective feedback

Tutoring and **personalized** learning assistance

Aiding **creativity, collaboration,** and **skill development**

Operational and administrative **efficiency**

Plagiarism and academic dishonesty

Diminished student and teacher agency and **accountability**

Compromised student **privacy** and unauthorized data collection

Overreliance and loss of critical thinking

Perpetuating **societal bias**

Potential Risks of AI in Education

Teach AI

GUIDING PRINCIPLES FOR AI USE AT AUSTIN PUBLIC SCHOOLS

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. We commit to adopting internal procedures to operationalize each principle.

1. **We use AI to help all students achieve their educational goals and make a difference in the world.** We will use AI to help us realize our strategic priorities and to assist in the support of our core values. This includes improving student learning, teacher effectiveness, and school operations. We aim to make AI resources universally accessible, focusing especially on bridging the digital divide among students and staff. We are committed to evaluating AI tools for biases and ethical concerns, ensuring they effectively serve our diverse educational community.

2. **We reaffirm adherence to existing policies and regulations.** AI is one of many technologies used in our schools, and its use will align with existing regulations to protect student privacy, ensure accessibility to those with disabilities, and protect against harmful content. We will not share personally identifiable information with consumer-based AI systems. We will address unauthorized or misuse of AI through applicable policies and procedures. We will thoroughly evaluate existing and future technologies and address any gaps in compliance that might arise.

3. **We educate our staff and students about AI.** Promoting AI literacy among students and staff is central to addressing the risks of AI use and teaches critical skills for students' futures. Students and staff will be given support to develop their AI literacy, which includes how to use AI, when to use it, and how it works. We will support teachers in adapting instruction in a context where some or all students have access to generative AI tools.

4. **We explore the opportunities of AI and address the risks.** In continuing to guide our learning community, we will work to realize the benefits of AI in education, address risks associated with using AI, and evaluate if and when to use AI tools, paying special attention to misinformation and bias. We will thoroughly evaluate existing and future technologies and address any gaps in compliance that might arise

5. **We use AI to advance academic integrity.** Honesty, trust, fairness, respect, and responsibility continue to be expectations for both students and teachers. Students should be truthful in giving credit to sources and tools and honest in presenting work that is genuinely their own for evaluation and feedback.

6. **We maintain 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. People will be responsible and accountable for pedagogical or decision-making processes where AI systems may inform decision-making.

7. **We commit to auditing, monitoring, and evaluating our school'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.

Seven Principles for AI in Education

Teach AI

Purpose — Use AI to help all students achieve educational goals. (1)

Compliance — Reaffirm adherence to existing policies. (2)

Knowledge — Promote AI Literacy. (3)

Balance — Realize the benefits of AI and address the risks. (4)

Integrity — Advance academic integrity. (5)

Agency — Maintain human decision-making when using AI. (6)

Evaluation — Regularly assess the impacts of AI. (7)

RESPONSIBLE USE OF AI TOOLS

Our school system recognizes that responsible uses of AI will vary depending on the context, such as a grade level, classroom activity, or assignment. Teachers will clarify if, when, and how AI tools will be used, using the Academic Integrity Policy and the guidelines referenced in the graphic that follows.

Adapted by Ryan Mayers 2/6/25 for Austin Public Schools from the work of the North Carolina Department of Public Instruction and the work of Dr. Leon Fruze, Dr. Mike Perkins, Dr. Jasper Roe FHEA, and Dr. Jason Mcvaugh. Link to original work.
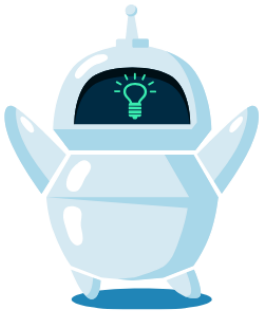
APS CLASSROOM AI USAGE CONTINUUM
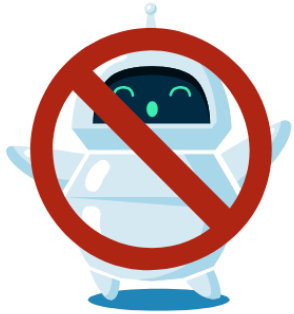
AI FREE
- Work must be completed without any AI assistance.
- Students must rely entirely on their own knowledge, understanding, and skills.
- Any AI use is a violation of the student academic integrity policy.
- An academic honesty pledge that AI was not used may be required.

AI ASSISTED
- AI is used for tasks as specified, such as brainstorming, planning, feedback, etc.
- No AI content is allowed in the final submission.
- Usage beyond specified tasks is a violation of academic integrity.
- Disclosure statement should be submitted with final product. Be prepared to share links, screenshots, etc. as evidence of AI chats.
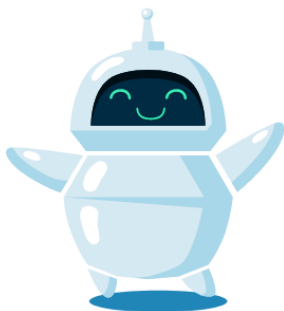
AI ENHANCED
- AI is used interactively throughout to enhance your knowledge, efficiency, and creativity.
- Student must provide human oversight and evaluation of all AI generated content.
- Interactivity with AI and critical engagement with AI generated content.
- Disclosure statement should be submitted with final product. Be prepared to share links, screenshots, etc. as evidence of all AI chats.
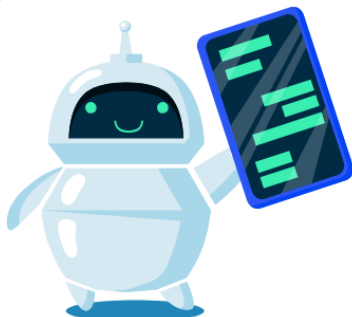
AI EMPOWERED
- The full integration of AI allows for creation of things that were previously impossible!
- Student must provide human oversight and evaluation of all AI generated content.
- Student is responsible for accuracy, fairness, and anti-bias.
- All AI tools used and how they were used should be cited in a disclosure statement.

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AI must be used in 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.[2] Below are some examples of responsible uses that, if AI use is authorized, would serve educational goals.

STUDENT LEARNING

- **Aiding Creativity:** AI technology can spark creativity across diverse subjects, including writing, visual arts, and music composition.
- **Collaboration:** Generative AI tools can partner with students in group projects by contributing concepts, supplying research support, and identifying relationships between varied information.
- **Communication:** AI can offer students real-time translation, personalized language exercises, and interactive dialogue simulations.
- **Content Creation and Enhancement:** AI can help generate personalized study materials, summaries, quizzes, and visual aids, help students organize thoughts and content, and help review content.
- **Tutoring:** AI technologies have the potential to democratize one-to-one tutoring and support, making personalized learning more accessible to a broader range of students. AI-powered virtual teaching assistants may provide non-stop support, answer questions, help with homework, and supplement classroom instruction.

TEACHER SUPPORT

- **Assessment Design and Analysis:** In addition to enhancing assessment design by creating questions and providing standardized feedback on common mistakes, AI can conduct diagnostic assessments to identify gaps in knowledge or skills and enable rich performance assessments. Teachers will ultimately be responsible for evaluation, feedback, and grading, including determining and assessing the usefulness of AI in supporting their grading work. <u>AI will not be solely responsible for grading.</u>
- **Content Development and Enhancement for Differentiation:** AI can assist educators by differentiating curricula, suggesting lesson plans, generating diagrams and charts, and customizing independent practice based on student needs and proficiency levels.
- **Continuous Professional Development:** AI can guide educators by recommending teaching and learning strategies based on student needs, personalizing professional development to teachers' needs and interests, suggesting collaborative projects between subjects or teachers, and offering simulation-based training scenarios such as teaching a lesson or managing a parent/teacher conference.
- **Research and Resource Compilation:** AI can help educators by recommending books or articles relevant to a lesson and updating teachers on teaching techniques, research, and methods.

SCHOOL MANAGEMENT AND OPERATIONS

- **Communications:** AI tools can help draft and refine communications within the school community, deploy chatbots for routine inquiries, and provide instant language translation.
- **Operational Efficiency:** Staff can use AI tools to support school operations and streamline administrative processes, including scheduling courses, automating inventory management, increasing energy savings, and generating performance reports.
- **Student Information Systems and Learning Management Systems (SIS & LMS):** AI can analyze student performance data to provide insights to educators, helping them tailor instruction or interventions.

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.

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[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 we work to realize the benefits of AI in education, we also recognize that risks must be addressed. Below are examples of prohibited uses of AI tools and measures to mitigate the associated risks.

STUDENT LEARNING

- **Bullying/harassment**: Using AI tools to manipulate media to impersonate others for bullying, harassment, including sexual harassment, or any form of intimidation is strictly prohibited. All users are expected to employ these tools solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times. Violations shall be addressed through applicable policy, including but not limited to Student Discipline Policy, Bullying Prohibition Policy, and Title IX Sex Nondiscrimination Policy.
- **Overreliance:** Dependence on AI tools can decrease human discretion and oversight. Important nuances and context can be overlooked and accepted. Teachers will clarify if, when, 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 documentation. Students should not claim AI-generated work as their original work. Use of AI to complete assignments or other schoolwork without permission of a teacher or administrator is prohibited. 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.

TEACHER SUPPORT

- **Societal Bias:** AI tools trained on human data will inherently reflect societal biases in the data. Risks include reinforcing stereotypes, recommending inappropriate educational interventions, or making discriminatory evaluations, such as falsely reporting plagiarism by non-native English speakers. Staff and students will be taught to understand the origin and implications of societal bias in AI, AI tools will be evaluated for the diversity of their training data and transparency, and humans will review all AI-generated outputs before use.
- **Diminishing student and teacher agency and accountability:** While generative AI presents useful assistance to amplify teachers' capabilities and reduce teacher workload, these technologies will not be used to supplant the role of human educators in instructing and nurturing students. The core practices of teaching, mentoring, assessing, and inspiring learners will remain the teacher's responsibility in the classroom. AI is a tool to augment human judgment, not replace it. Teachers and staff must review and critically reflect on all AI-generated content before use, thereby keeping "humans in the loop."[3]
- **Privacy concerns:** AI tools will not be used to monitor classrooms for accountability purposes, such as analyzing teacher-student interactions or tracking teacher movements, which can infringe on students' and teachers' privacy rights and create a surveillance culture. The education system will not use AI in ways that compromise teacher or student privacy or lead to unauthorized data collection.

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[3] U.S. Department of Education, Office of Educational Technology, Artificial Intelligence and Future of Teaching and Learning: Insights and Recommendations, Washington, DC, 2023.

SCHOOL MANAGEMENT AND OPERATIONS

- **Compromising Privacy**: The education system will not use AI in ways that compromise teacher or student privacy or lead to unauthorized data collection, as this violates privacy laws and our system's ethical principles. See the Security, Privacy, and Safety section below for more information.
- **Noncompliance with Existing Policies**: We will evaluate AI tools for compliance with all relevant policies and regulations, such as privacy laws and ethical principles. AI tools will be required to detail if/how personal information is used to ensure that personal data remains confidential and isn't misused.

SPECIAL CONSIDERATION: 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.[4]

- AI tools may allow users to quickly cross-reference information and claims, though they must still be critical of the output.
- 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.

ADDITIONAL RECOMMENDATIONS FOR ADVANCING ACADEMIC INTEGRITY

- 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.
- Teachers will not solely rely on the use technologies that purport to identify the use of generative AI to detect cheating and plagiarism, as their accuracy is questionable.
- Use of an AI system must be disclosed and explained, including through appropriate citation. 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
- Students and teachers will continue to uphold the standards of the Academic Integrity Policy. Using AI to generate answers or complete assignments without proper citation or passing of AI-generated content as one's own is considered plagiarism.
- AI Statements to be used in Course Syllabi:
    - Allowed AI w/ Restrictions: *In this course, students are permitted to use _____, an AI-based tool, on some assignments. The instructions for each assignment will include information about whether and how students may use _____. All sources, including _____, must be properly cited. Use of _____ in any way that is inconsistent with the assignment instructions will be considered a violation of the Academic Integrity Policy. Please note: AI results can be biased and inaccurate. It is the student's responsibility to ensure that information used from AI is accurate and does not violate any data privacy or copyright laws.*
    - Prohibited AI Use: *All work submitted for this course must be your own. Any use of _____ or other Generative AI, when working on assignments or assessments, is forbidden. Use of _____ or other Generative AI will be considered a violation of the Academic Integrity Policy.*
    - Prohibited AI Use w/ Exception: *All work submitted for this course must be your own. Any use of _____ or other Generative AI, when working on assignments or assessments, is forbidden, except with express written consistent of the teacher. Use of _____ or other Generative AI without express written consent of the teacher will be considered a violation of the Academic Integrity Policy.*

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

SPECIAL CONSIDERATION: SECURITY, PRIVACY, AND SAFETY

The safety, privacy, and security of all educational data are governed by the following federal and state statutes.

- CIPA (47 U.S.C. § 254)
- COPPA (15 U.S.C. § 6501 et seq) Internet Access for Students (Minn. Stat. § 125B.15)e
- FERPA (20 U.S.C. § 1232g)
- Section 504 of Rehabilitation Act (34 C.F.R.§104)
- IDEA (20 U.S.C. § 1400)
- MN Government Data Practices Act (Minn. Stat. Ch. 13)
- Student Data Privacy Act (Minn. Stat. § 13.32)
- Student Bullying Policy (Minn. Stat. § 121A.031)
- AI Deep Fake (Minn. Stat. § 609.771)
- Internet Access for Students (Minn. Stat. § 125B.15)
- Policy 406 – Public and Private Personnel Data
- Policy 515 – Protection and Privacy of Pupil Records

The district will implement reasonable security measures to secure AI technologies against unauthorized access and misuse. All AI systems deployed within the school will be evaluated for compliance with relevant laws and regulations, including those related to data protection, privacy, and students' online safety. For example, providers will make it clear when a user is interacting with an AI versus a human.

AUTHORIZED AI TOOLS AT AUSTIN PUBLIC SCHOOLS

Austin Public Schools deploys and supports Microsoft 365 Copilot Chat for all staff with district Microsoft credentials (@austin.k12.mn.us). Microsoft 365 Copilot Chat offers the same enterprise terms available in our Microsoft 365 commercial offerings (Outlook, Sharepoint, Teams, Word, OneDrive etc). Copilot Chat cannot access user's shared enterprise data, individual data, or external data. Users can, however, choose to upload files directly to Copilot Chat.

Copilot Chat is not currently available for student use. Only approved chatbots that comply with student data privacy requirements will be available on student devices and networks. **Staff and students are prohibited from entering confidential or personally identifiable information** into unauthorized AI tools, such as those without approved data privacy agreements. Sharing confidential or personal data with an AI system could violate privacy if not properly disclosed and consented to. See policies:
  ➢ Policy 406 – Public and Private Personnel Data
  ➢ Policy 515 – Protection and Privacy of Pupil Records

Generative AI systems rely on collecting and analyzing large amounts of data, including data provided by users through prompts. Except where privacy protections have been established and as authorized by the District, there should not be an expectation of privacy when using AI systems. Sensitive, private, proprietary, or confidential data on yourself or others should not be included in prompts or otherwise uploaded.

REVIEW

This guidance will be reviewed annually, or sooner, to ensure it continues to meet the school's needs and complies with changes in laws, regulations, and technology. We welcome feedback on this policy and its effectiveness as AI usage evolves.

APPENDIX A – SAMPLE STAFF COMMUNICATION

Artificial intelligence (AI) can transform our schools in exciting ways, but we must also consider and mitigate the risks. Below are a few examples of responsible and prohibited uses of AI. Throughout the 25-26 school year we will be providing ongoing PD opportunities.

EXAMPLES OF RESPONSIBLE USES OF AI

Student Learning

- **Aiding Creativity:** Generative AI may spark creativity across diverse subjects, including writing, visual arts, and music composition.
- **Content creation and enhancement:** AI can help generate personalized study materials, summaries, quizzes, and visual aids, help students organize thoughts and content, and help review content.

Teacher Support

- **Assessment Design and Analysis:** AI can enhance assessment by creating questions and providing standardized feedback on common mistakes. Teachers will ultimately be responsible for evaluation, feedback, and grading, including determining and assessing the usefulness of AI in supporting their grading work. AI will not be solely responsible for grading.
- **Content Differentiation:** AI can assist educators by differentiating curricula, suggesting lesson plans, generating diagrams and charts, and customizing independent practice based on student needs and proficiency levels.

Responsible use of AI in the classroom may vary. For example, AI may only be appropriate for some graded assignments. You are encouraged to discuss AI use with your students and provide them with both district and classroom guidance.

EXAMPLES OF PROHIBITED USES OF AI

Student Learning

- **Bullying/harassment:** The use of AI tools to create deepfakes, manipulate media, or impersonate others for bullying, harassment, or any form of intimidation is strictly prohibited. All users are expected to employ these tools solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.
- **Plagiarism and cheating:** Students and staff should not copy from any source, including generative AI, without prior approval and adequate documentation. Students should not submit AI-generated work as their original work. Teachers will be clear about when and how AI tools may be used to complete assignments and restructure assignments to reduce opportunities for plagiarism. Existing procedures related to potential violations of our Academic Integrity Policy will continue to be applied.

Teacher Support

- **Bias:** AI tools trained on human data will inherently reflect societal biases in the data. Risks include reinforcing stereotypes, recommending inappropriate educational interventions, or making discriminatory evaluations, such as falsely reporting plagiarism by non-native English speakers. Staff and students will be taught to understand the origin and implications of bias in AI, AI tools will be evaluated for the diversity of their training data and transparency, and humans will review all AI-generated outputs before use.

- **Diminishing student and teacher agency and accountability:** AI technologies will not be used to supplant the role of human educators in instructing and nurturing students. AI is a supporting tool to augment human judgment, not replace it. Teachers and staff must review and critically reflect on all AI-generated content before use.

We will continue to ensure that data privacy and security are top priorities and will continue to approve software according to updated policies that include AI. **Staff and students are prohibited from entering confidential or personally identifiable information into unauthorized AI tools**, such as those without approved data privacy agreements. For more information, please read our complete guidance [insert link] on using AI in education, which includes a sample student agreement for AI in the classroom along with content to be added to course syllabi.

APPENDIX B – SAMPLE FAMILY COMMUNICATION

Dear Parents and Guardians,

As emerging technologies like artificial intelligence (AI) become more prevalent, our school is proactively developing principles to guide the safe, effective, and responsible use of these tools for student learning. After careful consideration, we have established the following principles:

1. **Support Education Goals for All:** AI will be thoughtfully used to enhance outcomes for every student.
2. **Privacy & Security:** AI use will align with regulations protecting student data privacy, safety, and accessibility.
3. **AI Literacy:** Students and teachers will build skills to critically evaluate and utilize AI technologies ethically.
4. **Realize Benefits & Address Risks**: We will cautiously explore AI benefits while proactively addressing risks.
5. **Academic Integrity:** Students will produce original work and properly credit sources, including AI tools when allowed.
6. **Maintain Human Agency:** AI will provide support, not replace educator and student discretion in decisions. Our staff will set parameters for each class and assignment for when and how AI systems can be used
7. **Continuous Evaluation:** We will routinely audit AI use, updating policies and training as needed.

Austin Public Schools allows monitored student use of approved Generative AI tools. **Staff and students are prohibited from entering confidential or personally identifiable information** into unauthorized AI tools, such as those without approved data privacy agreements. Sharing confidential or personal data with an AI system could violate privacy if not properly disclosed and consented to.

We remind parents and guardians that AI tools may have age restrictions. For example, ChatGPT currently requires users to be at least 13 years old and requires parental or legal guardian consent for students between the ages of 13 and 18. The website warns that "ChatGPT may produce output that is not appropriate for all audiences or all ages and educators should be mindful of that while using it with students or in classroom contexts."

Our goal is to create a learning environment where AI technologies empower rather than replace the human aspects of education. We embrace these technologies cautiously to prepare students for a future where these technologies are everywhere. Please reach out with any questions or input on these principles as we navigate this rapidly changing terrain together. We thank you for your support.
Sincerely
[Name]
[Title]

APPENDIX C – SAMPLE STUDENT AI AGREEMENT

Artificial intelligence (AI) can help me learn better and is important for my future, so I promise to use it responsibly, only as authorized, and make smart choices.

1. I will use AI tools responsibly and will not use AI in a way that could harm myself or others.
2. I will not share personal or confidential information about myself or others with an AI tool.
3. I will only use AI to support my learning and will follow my school's rules and teacher's instructions on when and how to use AI on an assignment.
4. I will be honest about when I use AI to help with assignments, and I will not turn in work that is fully created by an AI as my own.
5. If I use AI, I will review its work for mistakes.
6. I will check with my teacher when unsure about what is acceptable.

Student Signature _____

APPENDIX D – SAMPLE STUDENT AI DISCLOSURE

Acknowledgement of how you used AI tools on an assignment should include the following:

- The name of the tool used and a link to the website for the tool
- A description of the type of task you used the tool to accomplish (e.g. generate text, generate images, edit text, generate code, etc.)
- A list of the specific prompt(s) used
- An explanation of how you used the output in your final work

RECOMMENDED FORMAT

I acknowledge the use of _____ in this assignment/assessment. The prompts used include: [list prompts]. The output from these prompts was used to [explain use].

Example: Generated Text

I used _____ to provide an example of the use of irony in literature. I entered the following prompt on October 3, 2024: "Show me an example of how irony is used in literature and explain how it is an example of that literary device." I used the chat output to in paragraph one and three of this assignment to provide an example of irony.

Example: Generated Image

I used _____ to generate an image of a country landscape. I entered the following prompt on February 2, 2024: "Country landscape with a barn, cow, and field of flowers. Digital art." I used the output on slide 4 of my Powerpoint presentation to accompany a description of the setting of *Of Mice and Men.*

Example: Editing/Refining Text

I used _____ to help me craft the organization of this essay. I uploaded the assignment description into the chat and prompted it to compose an outline for an essay that is 5-7 paragraphs long. I used the output to guide my writing of this paper. Additionally, I used _____ to help me edit my essay. When finished, I uploaded my final draft and prompted it to "suggest revisions to improve the information and voice in my writing and provide specific examples of what I can change." The output was used to edit my draft essay final draft.

Example: No AI Use

No AI tools/technologies were used in the completion of this assignment/assessment.

Adapted by Amy Thuesen from Monash University. (n.d.). *Policy and practice guidance around acceptable and responsible use of AI technologies*. Retrieved February 1, 2025. https://www.monash.edu/learning-teaching/teachhq/Teaching-practices/artificial-intelligence/policy-and-practice-guidance-around-acceptable-and-responsible-use-of-ai-technologies