

Acceptable Use of Generative Artificial Intelligence (AI) Plan

Shrewsbury Borough School District Board of Education Spring 2024

The Board of Education has adopted Policy Guide 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 Guide 2365 as it provides the details of the general provisions included in Policy Guide 2365 and adopted by the Board. This plan aligns with guidance from the [New Jersey Department of Education](#), the [U.S. Department of Educational Technology, Policy Guidance in Secondary Schools](#), the [Blueprint for an AI Bill of Rights](#), the [National Research Data Privacy Agreement \(NRDPA\)](#), the [Children's Online Privacy Protection Act \(COPPA\)](#), and current peer-reviewed, research-based best practices.

Provision 1

List the schools, departments, and/or grade level(s) in the district where a staff member is authorized to permit student use of AI in assignments.

- AI use will be permitted in grades 3-8 under the supervision of a staff member.
- AI use will be integrated into technology, language arts, social studies and science curricula.
- AI use may be incorporated into research-based and creative writing assignments.
- AI use must align with the ethical and privacy considerations outlined in the [NRDPA](#) and [COPPA](#).

Provision 2

Provide an explanation on when, how, and to what extent a staff member may permit a student to use AI in assignments.

- AI tools may be used for brainstorming, research assistance, grammar checking, and summarization.
- AI-generated content must be appropriately cited in accordance with district policy and national guidelines.
- Staff members must provide explicit guidelines on how AI can be used in assignments and reinforce digital literacy principles.

Provision 3

Provide the procedure that requires each staff member authorized to permit students to use AI in assignments to inform the students at the time of the assignment the conditions in which AI may be used.

- Teachers will provide written and verbal instructions outlining AI use for each assignment.
- AI use guidelines will be included in course syllabi and posted in classrooms.
- Ethical considerations, including bias detection and misinformation awareness, will be integrated into AI instruction.

Provision 4

Provide the procedure for the Superintendent or designee and the AI Coordinator(s) to approve and review the use of AI tools and a process to ensure strategies will be implemented to address any issues regarding student use of AI in assignments.

- AI tools will be reviewed and approved by the Superintendent and AI Coordinator(s) before student use, ensuring compliance with [COPPA](#) and [NRDPA](#) privacy standards.
- AI-related concerns such as academic integrity, bias, misinformation, and data security will be addressed in professional development sessions and periodic audits.

Provision 5

Provide the procedure to inform parents and receive parental consent in the beginning of each school year for the student to be permitted to use AI for assignments.

- Parents will receive an AI use consent form at the beginning of the school year.
- Parents will have the option to opt out of AI tool use for their child.
- AI consent materials will include guidance on digital citizenship, privacy, and security.

Provision 6

Provide a list of prohibited uses of AI that violate Policy 2365 or the district's Code of Student Conduct.

- Using AI to complete assignments without proper attribution.
- Using AI to generate false or intentionally misleading information.
- Using AI to create harmful, bullying, or inappropriate content.
- Inputting confidential student or staff information into AI platforms.
- Using AI to circumvent academic integrity standards or violate student privacy laws.

Provision 7

List the consequences if a student violates any provision of Policy 2365 or this AI Plan.

- Warnings for first-time minor infractions.
- Assignment redo with proper citation.
- Disciplinary action in line with the school's Code of Conduct for repeated offenses.
- Potential restrictions on AI use for repeat violations.

Provision 8

Provide the procedure where the AI Coordinator(s), supervisors, and staff members review AI use procedures to ensure compliance.

- AI Coordinator(s) will conduct periodic reviews of AI use in classrooms.
- Staff training sessions will be held annually to reinforce AI guidelines and compliance with national policy frameworks.

Provision 9

List the approved AI platforms that may be used by students in assignments.

- Brisk for Schools & Educators (with custom privacy protections enabled)
- ChatGPT (with educational filters enabled)
- Grammarly (for grammar and writing support)
- Quillbot (for paraphrasing and summarization)
- Google Bard (for research assistance)
- Magic School
- Curipod
- Hello History
- Additional AI tools vetted for compliance with [NRDPA](#) and [COPPA](#).

Provision 10

Provide the procedure to be used by a staff member to address suspected plagiarism or academic dishonesty using AI.

- Manual Review Process. Teachers will rely on thorough, manual evaluation of assignments, including careful review of writing style, citations, and content consistency, to assess potential misuse of AI-generated content.
- Student Engagement. If a case is suspected, the teacher will discuss the assignment with the student, providing an opportunity for the student to explain their use of AI or, if necessary, redo the assignment.

- Documentation and Resolution. Any incidents of academic dishonesty or violations of AI use policies will be documented and addressed following the district's established academic integrity guidelines.

Provision 11

Provide the procedure to ensure a student accused of violating AI policies is given due process.

- A formal review will be conducted by the teacher and administrator.
- Parents will be notified, and students will have an opportunity to present their case.
- Due process will align with district disciplinary policies and federal education standards.

Provision 12

Provide the method(s) or format(s) to be used by students on how to cite AI-generated content.

- AI-generated content must be cited as follows:
 - Example: "ChatGPT. (2024). Response to inquiry on [topic]. OpenAI."
- Citation guides will be provided in classrooms and on the school website.
- AI citation standards will align with best practices recommended by the [U.S. Department of Educational Technology](#).

Provision 13

Other provisions included in the AI Plan:

- **Professional Development:** Annual training for teachers on AI integration, ethics, and compliance with educational regulations.
- **Equity and Accessibility:** Ensuring all students have equitable access to AI tools in accordance with digital learning best practices.
- **Data Privacy:** Reviewing AI platform privacy policies and ensuring compliance with [COPPA](#) and [NRDPA](#) to protect student data.
- **Ethics in AI:** Encouraging discussions on responsible AI use, misinformation prevention, and bias awareness in education.

Approved by the Board of Education

Date: 4/30/2025