

## Ionia Public Schools Responsible Use Guidelines for Generative AI Tools for Faculty & Staff

1. Introduction	These guidelines outline the Ionia Public Schools' (IPS) expectations for the use of generative AI tools by staff. Generative AI tools are computer programs that can generate text, images, and other content from a given prompt. These tools are becoming increasingly common and have the potential to be used for educational purposes. However, it is important to be aware of the potential risks and to use generative AI responsibly.
2. Scope	These guidelines apply to all faculty and staff who use generative AI tools on IPS property or through IPS's network.
3. Definitions	<ul style="list-style-type: none"> <li>Generative AI tool: A computer program that can generate text, images, and other content from a given prompt.</li> <li>Responsible use: Using generative AI tools in a way that is ethical, legal, and respectful of others.</li> </ul>
4. Permitted Uses	<p>Generative AI tools may be used for educational purposes, such as:</p> <ul style="list-style-type: none"> <li>Aiding Creativity: Faculty and staff can use generative AI to generate text, images, and other creative content.</li> <li>Collaboration: Generative AI can be used to collaborate with faculty and staff on projects, brainstorm ideas, and provide feedback.</li> <li>Communication: AI can help faculty and staff with real-time translation, language learning, and other communication tasks.</li> <li>Content Creation and Enhancement: AI can help faculty and staff create personalized study materials, summaries, and presentations.</li> <li>Tutoring: AI can provide one-on-one tutoring and support.</li> <li>Personalized Learning: AI can be used by faculty and staff to tailor instruction to each student's individual needs.</li> </ul>
5. Prohibited Uses	<p>Generative AI tools <b><u>may NOT</u></b> be used for the following purposes:</p> <ul style="list-style-type: none"> <li>Bullying/harassment: Faculty and staff should not use generative AI to create content that is harmful or threatening to others.</li> <li>Plagiarism: Faculty and staff should not use generative AI to generate content that they plan to submit as their own work.</li> <li>Cheating: Faculty and staff should not use generative AI to obtain unauthorized access to information.</li> <li>Commercial Use: Generative AI tools should not be used for commercial purposes, such as creating content for advertising or marketing.</li> </ul>
6. Responsibilities of Staff	Staff are responsible for modeling responsible use of generative AI tools and for teaching students about the ethical and responsible use of these tools. This includes:

## Ionia Public Schools Responsible Use Guidelines for Generative AI Tools for Faculty & Staff

	<ul style="list-style-type: none"> <li>• Providing Instruction: Staff should provide students with instruction on the ethical and responsible use of generative AI tools.</li> <li>• Monitoring Use: Staff should monitor student use of generative AI tools to ensure that they are being used in a responsible manner.</li> </ul>
7. Consequences	Violations of these guidelines may result in disciplinary action, up to and including suspension or expulsion.
8. Review	These guidelines will be reviewed on an annual basis and updated as needed.
9. Special Considerations	<ul style="list-style-type: none"> <li>• Equitable Access: All students shall be given equivalent opportunities to utilize and benefit from generative AI resources in the classroom, regardless of background or ability.</li> <li>• Human Oversight: Generative AI tools shall be employed under the supervision of educators who will guide students in their ethical and responsible use.</li> <li>• Transparency and Communication: There shall be clear communication with students, their guardians, and staff regarding the specific purposes and limitations of generative AI tools used in the classroom.</li> <li>• Review Process: A systematic process shall be established to regularly evaluate the efficacy and appropriateness of generative AI tools used in the district.</li> <li>• Commitment to Ongoing Training: The district shall provide continued professional development opportunities for educators to ensure their competence in using generative AI tools effectively and responsibly in their teaching practices.</li> </ul>