

# **Scarborough School District Staff and Student Use of Generative Artificial Intelligence Administrative Guidelines**

## **Purpose**

Scarborough School District recognizes that Generative Artificial Intelligence (“GAI”) and other forms of artificial intelligence (AI) can create efficiencies for certain Staff positions, enhance instructional methods for teachers and other classroom Staff, and improve learning outcomes for students. However, we also acknowledge the potential for GAI to be used in ways that contradict Scarborough School District’s mission and values. Consequently, these guidelines aim to assist Scarborough School District’s Staff and students in using GAI and other forms of AI specifically, as a constructive tool to enhance critical thinking and academic and job performance.

Throughout these guidelines, GAI refers to novel technology that can produce original content (such as images, text, audio, video and other media) based on patterns and data that the technology has been trained on. A non-exhaustive list of GAI examples include: ChatGPT, Microsoft Copilot, Google Gemini, Adobe Firefly, DALL-E, MidJourney, Jasper, Synthesia, and Stable Diffusion. Examples are current as of December 2024.

Any use of GAI must be done responsibly and align with Scarborough School District’s ethical standards, legal obligations, School Board policies and procedures, and guidelines/rules, as well as the terms of the GAI tool, platform, or service being used, and staff and student handbooks.

## **Scope**

These guidelines apply to Staff and student use of GAI technology for school-related purposes and establish rules for the acceptable use of GAI within Scarborough School District. These guidelines address only the use of GAI technology by asking or “prompting” the technology to find answers to questions or to create or edit written or other content. They do not apply to GAI components that are built into the software that Scarborough School District maintains or already licenses, examples of which are available from the Curriculum Department. Use of such software is governed by our existing policies and procedures and our agreements with software vendors. These applications must be approved through Scarborough School District’s New Technology Request process, which not only reviews any GAI/AI associated with the product, but also data privacy agreements, cybersecurity policies, terms of service, etc.

## **Staff Guidelines**

These guidelines apply to all staff and volunteers (together “Staff” for purposes of these guidelines) who utilize GAI technology while working for Scarborough School District. Staff are required to undergo professional development before integrating GAI into their work and/or teaching practices. This training must cover GAI’s capabilities, limitations, staff responsibilities and ethical/legal considerations. GAI/AI professional development sessions will be held periodically throughout the year and staff requesting and approved to use GAI must sign themselves up for and attend one of the sessions.

All Staff use of GAI tools, platforms, and/or services must comply with school policies, procedures, guidelines, and rules, the terms of use/service of such tools, platforms, and/or services, and applicable laws.

- 1. Permission:** Prior to using GAI, all Staff wishing to use such technologies must complete a [New Technology Request Form](#). The requests are reviewed and must be approved by the requestor's Principal, the Director of Curriculum and/or the Director of Special Services and the Director of Technology and Information Services.
- 2. Protecting Confidential Information:** Any use of GAI technology must always preserve the confidentiality and security of student, Staff, and confidential Scarborough School District information. Staff must protect identifiable student data, any other personally identifiable information (such as confidential personnel information), and any information that the Scarborough School District has an obligation to keep confidential (such as confidential vendor information) ("Sensitive Information"). Sensitive Information should not be input into any GAI tools, platforms, or services, unless expressly permitted by these guidelines and authorized through the New Technology Request process. If there is any uncertainty about what constitutes Sensitive Information, Staff should consult with the Director of Curriculum and/or the Director of Technology and Information Services. If any Sensitive Information is accidentally shared, Staff should immediately report this to the Director of Technology and Information Services.
- 3. Teaching Skills Cannot be Substituted:** GAI may be used as a tool to enhance teaching and other school services, streamline internal processes, and improve efficiency, rather than as a replacement for professional judgment, analysis, and/or legal expertise. GAI is not, and should never be used as, a substitute for an employee's professional skills, personal interactions, and pedagogical insights. GAI may be used to assist in lesson planning, provide supplementary materials, and offer new perspectives on teaching content, but the core of education remains in human interaction and personalized instruction.
- 4. Use of GAI Materials:** Content created with GAI technology that Staff wish to use in outward-facing communications, marketing, social media, or other public work must not infringe any third-party copyright or other rights. Staff are responsible for assessing this for each individual use. Content must be validated for truthfulness, factual accuracy and legitimacy by Staff upon creation and prior to use with students, Staff, and/or the public.
- 5. Use of GAI Detectors and Plagiarism Checkers:** Staff may use available reputable resources to assist in detecting potential GAI use, plagiarism and/or copyright infringements. The use of any of these tools requires permission through the New Technology Request process. These tools are not infallible and should only be used as a supplement to other assessment metrics and review methodologies. As with any GAI tool, staff is responsible for protecting confidential, restricted, private and/or proprietary data.

- 6. Student Data Privacy Agreements (DPAs):** Staff may not use any GAI tools, platforms, or services in the classroom where Staff and/or students (at the direction of Staff) are sharing personally identifiable information with the GAI until Scarborough School District has a signed Data Privacy Agreement (DPA) in place with the company providing the GAI tool, platform, or service. The New Technology Request Form process ensures that there is signed DPA, and all GAI requests are required to follow this process.
- 7. Sensitive and Proprietary Data:** Staff may not use any GAI tools, platforms or services in the classroom or during the course of school business where Staff and/or students (at the direction of staff) are sharing confidential, sensitive, restricted or proprietary data with the GAI. Examples of this type of data includes, but is not limited to, documentation regarding disciplinary actions, confidential personnel records, restricted financial information, sensitive emergency or evacuation plans, etc.
- 8. Attribution:** When using GAI to generate content for work-related uses, Staff must attribute the GAI tool, platform, or service appropriately, and in accordance with any attribution requirements imposed by the GAI tool, platform, or service. This includes clearly indicating that the content was produced with the assistance of GAI. Proper attribution helps maintain transparency and uphold academic integrity.
- 9. Ethical Use and Bias Awareness:** Staff should be aware of the potential biases in GAI-generated content. Staff is expected to critically evaluate GAI outputs and ensure that any content used is accurate, unbiased, and appropriate for educational/work purposes. Staff should also educate students about the limitations and ethical considerations of using GAI tools, platforms, or services, when/where appropriate.
- 10. Monitoring and Reporting:** Staff are responsible for monitoring the use of GAI tools in their classroom on an ongoing and consistent basis. They should report any issues, misuse, or malfunctions of GAI technologies to their supervisor or the Director of Technology and Information Services.

GAI should be viewed as an evolving tool, not an infallible source. Staff are expected to use their expertise and training to critically evaluate GAI outputs, question assumptions, and foster their own creative thinking skills. The use of GAI must serve a specific purpose and, as applicable, enhance students' learning experiences. GAI is meant to complement and support Staff roles, not replace them. Any use of GAI / AI must be vetted through Scarborough School District's New Technology Request process prior to use - this includes GAI / AI that is used as a data source for or embedded in applications.

### **Student Guidelines**

As GAI technology becomes more prevalent in educational settings, Scarborough School District believes it is important for students to have the opportunity to understand how to use these tools responsibly and ethically. The following guidelines are intended to help students integrate GAI into their learning processes. These guidelines aim to enhance education and maintain academic

integrity, whether students choose to use GAI voluntarily or are required to do so as part of a class or other educational program. By adhering to these rules, students will ensure that GAI serves as a valuable aid in their studies without replacing their own efforts or compromising the principles of honesty and originality in their work.

GAI is not limited to creating essays or research papers. It can also generate art, compose music, solve math problems, brainstorm ideas, provide feedback on student work, create quizzes, and more. Given its wide range of applications, Scarborough School District recognizes the challenge in providing a one-size-fits-all approach to GAI use.

These guidelines apply to all student use of GAI tools, platforms, and/or services for school-related purposes.

- 1. Not a Replacement for Student Learning:** GAI tools, platforms, and services should be used as a tool to aid learning and should not replace traditional learning methods. The use of GAI must not hinder the development of critical thinking, problem-solving, collaboration, effective communication, or other essential skills. When permitted to utilize GAI, students are expected to still engage actively with the material and not rely solely on GAI for their assignments and studies.
- 2. No Plagiarism or Cheating:** Students must adhere to Scarborough School District's honesty and academic integrity policies, including but not limited to IJNDB – Student Computer & Internet Use, IJNDB-R – Student Computer & Internet Use Regulations, IJND – Web Site Policy, IJND-R – Web Site Regulations, Maine Law (26 MRSA c.7, sub-c. 1-C), Scarborough School District Student Handbook. The use of GAI to produce content that violates school policies, promotes academic dishonesty, violates the law, or constitutes plagiarism is strictly prohibited. Students must ensure that any work submitted is their own and appropriately cite or credit GAI contributions when permitted to use GAI in/for their work. All student use of GAI tools, platforms, and services must comply with all school policies, rules, guidelines, GAI tool, platform, or service terms of use/service, and applicable laws. Staff may review student work using GAI Detectors and Plagiarism Checkers in addition to other assessment metrics and review methodologies.
- 3. Acknowledgement of GAI Use:** Student work may be subject to the use of GAI detectors. Staff may use tools to verify the originality of student work and to detect AI-generated content.
- 4. Teacher Permission:** Students must obtain teacher permission before using GAI to complete academic assignments. This ensures that the use of GAI is appropriate for the assignment and aligns with the learning objectives.
- 5. Critical Evaluation:** Students are expected to critically evaluate all work. GAI tools, platforms, and services, such as ChatGPT, are not always accurate and may generate convincing but false information. Each student is responsible for all work generated by GAI, including errors. GAI should never be the sole source of information, but should complement other learning methods.

Cross References: GCSA – Employee Computer & Internet Use, GCSA-R – Employee Computer & Internet Use Regulations, IJNDB – Student Computer & Internet Use, IJNDB-R – Student Computer & Internet Use Regulations, IJND – Web Site Policy, IJND-R – Web Site Regulations, Maine Law (26 MRSA c.7, sub-c. 1-C), Scarborough School District Student Handbook

Adopted: March 1, 2025

Updated: \_\_\_\_\_