Acceptable Use of Generative Artificial Intelligence (AI) Plan

Template

<u>UCESC</u>

Board of Education

Spring 2025

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.

ACCEPTABLE USE OF GENERATIVE AI PLAN

Provision 1

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.**

Crossroads School (Grades PK - 8)

Hillcrest Academy North Campus (Grades 9 - 12)

Hillcrest Academy South Campus (Grades 9 - 12)

Lamberts Mill Academy (Grades 7 - Post-Grad 18-21)

Non-Public Services

Project SEARCH (Post Grade 18-21)

Work Readiness (Post Grad 18-21)

Westlake School (Grades 6 - Post-Grad 18-21)

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Provision 2

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

1.   Students and parents must read and sign the Acceptable Use of Computer Networks and Resources Student and Parent Agreement before being permitted to use AI.

2.   Staff will provide clear guidelines on the permissible use of AI in assignments, including when, how, and to what extent it may be utilized for educational purposes

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Provision 3

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.**

Procedure: Communicating Permissible AI Use in Assignments

1. **Staff Responsibility:** Any staff member who authorizes the use of AI for a specific assignment is responsible for clearly communicating the conditions under which AI may be used to the students.

2. **Timing of Communication:** This communication must occur at the time the assignment is introduced to the students, either verbally, in writing (e.g., on the assignment sheet)

3. **Content of Communication:** The staff member must specify:

   - **When AI can be used:** At what stages of the assignment is AI permitted (e.g., brainstorming, research, drafting, editing)?
   - **How AI can be used:** What specific AI tools or functionalities are allowed (if any restrictions apply)? What are the expectations for attribution or citation of AI-generated content?
   - **To what extent can AI be used:** What are the limitations on AI use? For example, can AI generate the entire response, or is it limited to specific tasks? What percentage of the work, if any, can be AI-generated?

4. **Documentation (Recommended):** Staff are encouraged to document these conditions within the assignment instructions or on the relevant learning management system, providing a clear and accessible reference for students.

Example of how this might be communicated to students:

"For this research paper, you are permitted to use AI tools for brainstorming potential topics and for summarizing background information. However, the main analysis and the final writing must be your own original work. Please cite any AI tools you use in your bibliography."

Provision 4

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. This shall include, but not be limited to, areas such as academic integrity, bias, inaccuracy/misinformation, copyright/licensing unknowns, privacy violations, and equity of access.**

The Superintendent or designee will oversee the implementation of Artificial Intelligence in UCESC schools. This will include overseeing a process to review and approve specific AI tools and websites, as well as providing professional development for teachers and administrators, and training for students before their use in the classroom. This training shall include, but not be limited to, areas such as academic integrity, bias, inaccuracy/misinformation, copyright/licensing unknowns, privacy violations, and equity of access.
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Provision 5

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 in accordance with Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) and this AI Plan.**

Parents, guardians, and students will read and consent to the Acceptable Use Policy in the informational packet they receive at the beginning of each school year, or as they enroll in the district throughout the school year.

Provision 6

6. **Provide a list of prohibited uses of AI that violate Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) or the district's Code of Student Conduct, which may include any use of AI which does not align with the conditions set when the assignment was provided to the student; using AI to complete an assignment in a way that falsely represents the assignment as the student's own; using AI to purposefully create misinformation or to misrepresent others with the intent of harming, bullying, or intimidating an individual(s); using AI with confidential student or staff personal information; and other prohibited behaviors and/or conduct listed in Policy and Regulation 2361 – Acceptable Use of Computer Networks/ Computers and Resources.**

Bullying/harassment/intimidation - The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.

Creating Misinformation - Creating false or inaccurate information and spreading it with malicious intent.

Plagiarism/Cheating - the practice of taking someone else's work or ideas and passing them off as one's own.

Privacy and Confidentiality - Privacy concerns the right of individuals to control their personal information and decide how it's shared. In contrast, confidentiality is the obligation to maintain the security of certain information once it has been shared in a trusted setting.

Anything that conflicts with the district's Student Code of Conduct or Policy and Regulation 2361 – Acceptable Use of Computer Networks/ Computers and Resources.

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Provision 7

7.   **List the consequences if a student violates any provision of Policy 2365 - Acceptable Use of Generative Artificial Intelligence (AI) or this AI Plan which may include, but not be limited to, the consequences listed in Policy and Regulation 2361 – Acceptable Use of Computer Networks/Computers and Resources.**

Students and parents must read and sign the Acceptable Use of Computer Networks and Resources Student and Parent Agreement, which outlines the rules, expectations, and consequences, before being permitted to use AI.

Consequences for violating the provision of this policy will align with the consequences found in Policy and Regulation 2361 – Acceptable Use of Computer Networks/Computers and Resources.

Provision 8

8.   **Provide the procedure where the AI Coordinator(s), supervisors, administrative staff members, and other staff members review the procedures used in determining the activities where AI may be permitted to be used by students to ensure staff members are implementing AI procedures in accordance with Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) and this AI Plan.**

As needed, District Administration, in collaboration with supervisors, administrative staff, and designated instructional staff, will review the established procedures for determining permitted student AI activities. This review will specifically assess staff implementation of AI procedures to ensure full compliance with Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) and the current AI Plan, with revisions communicated and implemented as needed.

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Provision 9

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

The UCESC authorizes the use of AI platforms that are vetted, secure, and comply with the district's data privacy policies and educational standards. Only AI platforms that have been officially reviewed and approved by the district's Technology and Curriculum departments shall be permitted for use by staff, students, and administrators.

The UCESC recognizes that technology is continually evolving; therefore, the district administration will maintain a list of approved platforms.

Provision 10

10. **Provide the procedure to be used by a staff member to address suspected plagiarism or academic dishonesty using AI in a student's assignment in accordance with the provisions of Policy 5701.**

Suspected plagiarism or academic dishonesty aided by the use of Artificial Intelligence will be addressed according to procedures outlined in UCESC Policy 5701 - Plagiarism.

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Provision 11

11. **Provide the procedure to ensure a student accused of any alleged violation of the provisions of Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) or this AI Plan is provided appropriate due process before making a final determination on the student's conduct in accordance with the provisions of Policy and Regulation 5600 – Student Discipline/Code of Conduct.**

To ensure that a student accused of any alleged violation of the provisions of Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) or this AI Plan is afforded appropriate due process, the procedures outlined in the district's Code of Conduct (Policy and Regulation 5600 – Student Discipline), the district's Plagiarism Policy (Policy 5701), as well as the due process requirements outlined in N.J.A.C. 6A:16-7.1(c)3 will be followed before any final determination is made regarding the student's conduct.

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Provision 12

12. **Provide the method(s) or format(s) to be used by students on how to cite or document content generated from any AI platform that is used in an assignment.**

Students will use the proper level of citation when utilizing information generated from AI in their assignments. Students should follow the appropriate citation methods as outlined by the teacher, assignment requirements, and curricular guidelines.