



Marple Newtown School District

Guidance on the Use of Generative AI for

Students

As students at Marple Newtown School District (MNSD), you are at the forefront of a technological revolution that is changing how we learn, create, and solve problems. Generative AI (Gen AI) tools like chatbots and smart study aids are becoming part of your educational toolkit, offering new ways to research, brainstorm, and tackle complex subjects.

However, it is important to use these new tools safely and responsibly. You play a key role in applying Gen AI ethically at MNSD. These guidelines aim to provide you with the knowledge and principles necessary to engage with Gen AI technologies in a positive and constructive manner. By learning to harness Gen AI's potential in an ethical manner, you are getting ready for a future in which you will need to effectively collaborate with both human intelligence and artificial intelligence.

Understanding Generative AI

Artificial intelligence is a field of computer science that seeks to create machines and programs capable of performing tasks that typically require human thought. A subset of AI, called “Generative AI” (Gen AI), includes computer programs that can create new content such as text, images, audio, video, and computer code. Examples of Gen AI tools include ChatGPT, Microsoft Copilot, Google Gemini, Midjourney, Magic School AI, and DALL-E. These programs work by analyzing huge amounts of existing information (similar to social media platforms) to learn patterns, which they then use to create new material.

Limitations

While generative AI can be very helpful to you as learners, it is important to understand that it has limitations. The content it produces can sometimes be incorrect, incomplete, or can unfairly favor certain viewpoints. This is because these tools make predictions based on the information they have analyzed, which may contain gaps, errors, and biases. When using Gen AI, it is crucial to double-check the information it provides and think critically about its outputs.

Examples of Common AI Tools

- **Conversational AI (Chatbots):** These tools simulate human-like interactions, allowing users to engage in text or voice-based conversations with artificial intelligence.
 - Examples: ChatGPT, Claude, Microsoft Copilot, Google Gemini
- **Multimedia AI:** These tools process, understand, and produce various types of media, including images, video, and audio.
 - Examples: DALL-E, Midjourney, Adobe Firefly
- **Generative Search:** These tools produce dynamic search results in a narrative format in response to natural-language questions or queries.
 - Examples: Perplexity, Andi Search, Google Gemini
- **AI Writing Support Tools:** These tools use natural language processing to analyze and enhance written content.
 - Examples: Grammarly, Quill, HyperWrite

Relevant District Policies

- MNSD Board Policy 200: Electronic Devices
- MNSD Board Policy 249: Bullying/Cyberbullying
- MNSD Board Policy 800: Records Management
- MNSD Board Policy 815: Acceptable Use of Internet, Computers and Network Resources
- MNSD Board Policy 830: Breach of Computerized Personal Information
- Academic integrity: Student Handbooks- [Marple Newtown High School](#), [Paxon Hollow Middle School](#), [MNSD Elementary Schools](#)

Responsible and Ethical Use

Your education is about more than just getting the right answers—it is about developing your skills, knowledge, and understanding. While Gen AI can be a powerful learning tool, it is meant to enhance your abilities, not replace your own thinking and effort. Using Gen AI responsibly means leveraging it to deepen your learning and creativity, not as a shortcut to avoid authentic engagement with your coursework.

Key Ethical Considerations

1. Consider accuracy and reliability of the information provided by a Gen AI tool:

These systems generate responses based on patterns in their training data, which may be incomplete, biased, or outdated. These systems can make mistakes, present outdated information, or even confidently state incorrect facts.

2. Ensure data privacy:

Protect your personal data when interacting with Gen AI systems and make sure you are following your privacy policies. (i.e. name, address, social security number, phone number, email, birth date, PINs, passwords, medical history, education details, family information, etc.)

3. Advocate for equity and fairness:

Gen AI algorithms can perpetuate biases and discrimination because they are trained using data that can contain this kind of information. Advocate for fairness and equity in Gen AI development by letting an adult know when bias is present in an AI generation.

4. Always have respect for others:

Remember to use Gen AI technologies in ways that honor the rights and dignity of others, steering clear of behaviors like harassment or bullying.

5. Respect intellectual property:

Understand the importance of citing information, ideas, and work that is not your own when utilizing AI-generated content and refrain from engaging in plagiarism.

6. Maintain curiosity:

Remain aware of how Gen AI systems function and question the decisions made by AI algorithms to ensure transparency and understanding. Remember that you should fact-check any content you plan to use to ensure accuracy and reliability.

Permissions and Guidelines

Teachers have the authority to decide how generative AI can be used in their classrooms, and will clearly communicate these expectations using the District number system (below). Please note that a 0 (no AI use) is the default unless otherwise specified by the teacher.

4 - Full AI Use: AI may be used throughout the assignment. The student is responsible for providing human oversight and evaluating the AI generated content.

Student must disclose how AI was used via citation.

3 - AI for Specified Task Completion: AI is used to complete certain elements of a task or part of a project with human oversight and evaluation of all AI generated content.

Student must disclose how AI was used via citation.

2 - AI-Assisted Editing: AI is used to edit or refine student work, but not to generate content.

Student must disclose how AI was used.

1 - AI-Assisted Idea Generation: AI is used for brainstorming and generating ideas only.

No disclosure required.

0 - No AI Use (Default): The assignment is completed independently without the assistance of AI.

No disclosure required.

* Note that our academic integrity policy remains in effect for all assignments completed regardless of number-coding scheme. By submitting an assignment, students are acknowledging that they have adhered to the appropriate number-coded guidance presented above.

Sweet, Stevens, Katz & Williams LLP. (2024). Number-coding system for AI use. [SSKW LLP]

Always make sure that you have permission to use Gen AI on an assignment, and that the use falls within the guidelines laid out by the teacher. If you are ever unsure, do not hesitate to ask if Gen AI use is appropriate for a specific task.

Additionally, all students are expected to comply with the age restrictions set by generative AI platforms. Many have age limits (18+ or 13+ with parent/guardian consent), and you should only use platforms appropriate for your age group.

Citing Gen AI

You should cite the following use of Gen AI tools in your work:

- Quoting or paraphrasing AI-generated text
- Use of an AI-generated image, video, or other media
- Use of Gen AI for research, brainstorming, editing, or outlining (this can be a simple disclosure statement at the beginning or end of the document)
- Other instances as specified by your teacher

When directly quoting AI-generated content, enclose it in quotation marks, mirroring the practice used for text borrowed from human authors. Citations should adhere to the following format:

[AI source]. [Prompt] (date; link to chat or AI website)

Ex: OpenAI, ChatGPT. Response to prompt: "Explain what is meant by the term 'Triple Bottom Line'" (February 15, 2023; <https://chat.openai.com/>).

Conclusion

As we navigate this exciting era of Gen AI-enhanced education at MNSD, remember that you, as students, are at the forefront of this transformation. Gen AI tools offer innovative ways to learn, create, and problem-solve. Remember, the true power of these tools lies in how responsibly, ethically, and creatively you use them. As you move forward, embrace the opportunities Gen AI presents, but never underestimate the value of your own unique insights and abilities.

This guidance document was developed in consultation with AI for Education and with reference to the 'AI Guidance for Schools Toolkit' by TeachAI (2024). Its content was informed by the toolkit's recommendations and facilitated by generative AI tools, including ChatGPT, Gemini, and Claude. These tools assisted in revising sentences for clarity, formulating statements in a professional style, and in generating the benefits and drawbacks related to the use of AI in educational settings.

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