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PEQUANNOCK TOWNSHIP BOARD OF EDUCATION

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Acceptable Use of Generative
Artificial Intelligence (AI)

2365 - ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

The Board of Education recognizes the use of artificial intelligence (AI) may result in increased and enhanced learning opportunities for students in the school district. The Board adopts this Policy to provide guidelines and expectations for student use of generative AI.

For the purpose of this Policy, “AI” means all types of generative AI technologies that create new content or outputs from a prompt to produce text, images, videos, or music.

For the purpose of this Policy, “AI tools” means software applications and platforms that utilize AI technologies to perform specific tasks and solve problems that typically require human intelligence.

For the purpose of this Policy, “assignment” means any task or work required of a student as part of a student’s educational and co-curriculum program in the district.

The Board recognizes the potential of AI tools to enhance and transform a student’s educational and co-curricular experience in the district. However, AI tools are not inherently knowledgeable and are trained from large amounts of data collected from various sources. Outputs generated by an AI tool may be inaccurate, inappropriate, or incomplete. Therefore, to ensure the responsible use of AI and to maintain academic integrity, students shall be required to comply with the district’s Acceptable Use of Generative Artificial Intelligence Plan (AI Plan) that will include proper citation and/or documentation methods to support the content provided by an AI tool in a student assignment.

The Superintendent or designee will designate an AI Coordinator and committee to oversee the use of all AI tools in the district and to monitor the use of all AI tools within the district.

The Superintendent or designee, in consultation with district staff, the AI Coordinator and committee, shall develop the district’s AI Plan.

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The district's AI Plan will include details addressing the following issues:

1. A list of the schools, departments, and/or grade level(s) a staff member is authorized to permit age- and developmentally appropriate student use of AI in assignments;
2. To ensure equity in application, an explanation on when, how, and to what extent staff members should permit a student to use AI in assignments;
3. A 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;
4. A procedure for the Superintendent or designee and the AI Coordinator to approve and review the use of AI tools and a process to ensure strategies will be implemented in the district to address any issues regarding student use of AI in assignments. This may include, but not be limited to, areas such as academic integrity, bias, inaccuracy/misinformation, copyright/licensing unknowns, privacy violations, and equity of access. These regular reviews should include reports provided to the Board regarding usage and recommended revisions to the AI Plan;
5. A 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 this Policy and the district's AI Plan. This procedure should involve the acceptable usage agreement;
6. A list of prohibited uses of AI that violate this Policy or the district's Code of Student Conduct, which may include, but not be limited to, 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 completed work 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 2361 – Student Acceptable Use of Computer and Internet Social Media Networks - Computers and Resources;
7. A list of consequences if a student violates any provision of this Policy or AI Plan which may include and be consistent with, but not be limited to, the consequences listed in Policy 2361 – Student Acceptable Use of Computer and Internet Social Media Networks - Computers and Resources or Policy and Regulation 5600 – Student Discipline/Code of Conduct;
8. An approved list of AI platforms, maintained by the AI Coordinator, that may be used by students in assignments;
9. A 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;

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10. A procedure to ensure a student accused of any alleged violation of the provisions of this Policy or the district's 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;
11. The methods or formats, such as MLA and APA, to be used by students on how to cite or document content generated from any AI platform that is used in an assignment.

The district's AI Plan will be reviewed and/or revised as needed.

In the event the Superintendent determines a provision(s) of this Policy or the district's AI Plan becomes inapplicable, inappropriate, undesirable, and/or irrelevant for any reason in the school setting, the Superintendent may revise or suspend a provision(s) of this Policy or the district's AI Plan. In such case, the Superintendent will report to the Board the reason for the revision or suspension and recommend the Board ratify the Superintendent's actions.

Adopted: 18 August 2025