



Generative AI in Hoke County Schools: Staff Edition

Revised April 2025

Purpose

Generative Artificial Intelligence (GenAI) is reshaping education by offering tools to enhance instruction, support creativity, and prepare students for a future where AI is ubiquitous. Hoke County Schools (HCS) is committed to guiding the ethical, responsible, and effective use of GenAI in our classrooms.

This document is an abbreviated version of the full Hoke County Schools Generative AI Guidelines. For complete information, staff should refer to the full guidelines available through the Department of Digital Teaching and Learning.

This overview outlines clear expectations for staff on the responsible use of Generative AI to maintain academic integrity, protect student data, and foster future-ready skills.

Expectations for Staff

Model Responsible Use

- Use GenAI as a **teaching support**, not a substitute for professional judgment.
- **Disclose** when AI is used to create or support instructional materials.
- Maintain a **human-centered approach** to lesson planning, grading, and feedback.

Integrate AI Thoughtfully

- **Use** GenAI to:
 - **Brainstorm** lesson ideas
 - **Differentiate** instruction
 - Provide **feedback suggestions**
 - Create non-assessment-related **materials**
- **Avoid** using GenAI to:
 - Generate final grades or evaluative comments without review
 - Write final copies of student communications without personal oversight
 - Substitute entirely for professional content creation

Teach Students About Ethical Use

- Explicitly instruct students on:
 - **Transparency**: Disclose GenAI use with proper attribution.

- **Verification:** Critically evaluate GenAI outputs for accuracy and bias.
 - **Originality:** Use AI to enhance, not replace, their own thinking.
- Use the **Student Integration Scale** to set expectations on each assignment:
 - **Level 0:** AI-Free
 - **Level 1:** AI-Assisted (support stages like brainstorming only)
 - **Level 2:** AI-Enhanced (some final product AI-generated but reviewed/edited)
 - **Level ∞:** AI-Empowered (complex, creative AI integration with strong human oversight)
- Clearly **communicate the allowed level of AI** involvement for each task.
 - Expectations should be clearly laid out in syllabi or on an assignment by assignment basis.

Monitor and Support Ethical Practice

- Regularly check for originality in student work.
- Treat suspected AI misuse as a **teachable moment** rather than a disciplinary action.
- Require students to retain and submit AI chat histories or prompt logs when appropriate.

Data Privacy Responsibilities

Staff must never enter Personally Identifiable Information (PII) or confidential information into public GenAI tools (e.g., ChatGPT, DALL-E, Gemini).

Examples of PII include:

- Student names or ID numbers
- Contact information
- Demographic details or academic records

Violations may breach FERPA, COPPA, and other federal regulations.

Professional Development and Resources

Hoke County Schools will continue to offer:

- Tiered training for new and advanced users
- Workshops on ethical AI use, classroom integration, and digital citizenship
- Ongoing updates as AI technologies evolve

Staff are encouraged to engage with these opportunities and seek support as needed.