EMPLOYEE AND STUDENT USE OF ARTIFICIAL INTELLIGENCE

OVERVIEW

The Ouachita Parish School Board recognizes the rapid growth of artificial intelligence (AI) technologies and their potential to enhance educational experiences. This addendum to the School Board's Acceptable Use Policies outlines the expectations for using AI within our schools. The objective of these guidelines is to ensure that all tools used to support teaching, learning and school operations align with our mission and values.

DEFINITIONS

- *Artificial Intelligence (AI)*: Computer systems or software that perform tasks requiring human intelligence, including but not limited to learning, decision-making, and language processing.

- *Machine Learning*: A subset of AI that involves computers learning from data without being explicitly programmed for specific tasks.

- *Natural Language Processing (NLP)*: AI's ability to understand and generate human language. To the best of its ability, the School Board will work to ensure AI tools are accessible to all students, including those with disabilities and English Language Learners, in compliance with ADA and Section 504 requirements.

- *Generative AI*: AI technologies that can generate new content, including text, images, audio, and video, based on their training data. These tools can be used for creative and educational purposes, but must be used with consideration for accuracy, appropriateness, and originality. (i.e. Google Gemini, ChatGPT)

- *Deepfake*: An image or recording that has been convincingly altered and manipulated to misrepresent an individual as doing or saying something that was not actually done or said.

- *Non-Consensual Intimate Imagery (NCII):* Sexual content, including photographs or videos, that is distributed without the consent of the person depicted. This includes manipulated imagery to misrepresent an individual, imagery captured without the victim's knowledge and the nonconsensual sharing of consensual imagery.

ACCESS AND PERMISSIONS

- Access to approved AI tools is granted to students, faculty, and staff for educational and administrative purposes only.

- A list of district-approved AI tools will be maintained by the Information Technology Department and reviewed biannually. Staff may request evaluation of additional tools by submitting a formal proposal to the Information Technology Director.

ETHICAL USE

- Users must not employ AI tools to conduct or support cheating, plagiarism or any academic dishonesty.

- Generative AI content that is inappropriate, offensive or harmful is prohibited.

- Respect and courtesy must be maintained when interacting with AI systems, recognizing their impact on the learning environment.

- Users should be aware of the potential for AI bias in tools and consider this when interpreting AI-generated information or content. The School Board encourages critical thinking and scrutiny of AI outputs and training data sets for large language models and other generative AI tools. Teachers are encouraged to guide age-appropriate discussions on AI bias as part of digital literacy instruction.

PRIVACY, SECURITY, AND DATA PROTECTION

- Users must be aware of data privacy concerns with AI tools, especially regarding the handling of personal and sensitive information.

- Personally identifiable information, confidential information and/or sensitive information should never be shared with an AI tool unless such sharing is explicitly approved by the School Board.

- All AI tools must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA) and other relevant privacy laws.

- Students in fifth grade or below may only use AI tools compliant with COPPA and explicitly approved by the School Board.

- The Information Technology Department ensures that AI tools employed have robust security measures to protect user data from unauthorized access.

- Users are expected to be aware of and comply with the terms and conditions of all AI tools, specifically with respect to age requirements.

- The Information Technology Department conducts regular security assessments of AI technologies to safeguard against vulnerabilities.

DEEPFAKE AND NON-CONSENSUAL INTIMATE IMAGERY

- The use of AI technology to create Deepfake or Non-Consensual Intimate Imagery (NCII) are subject to Policy JCDAF on bullying and Policy GAEAA on sexual harassment or other forms of harassment.

ACADEMIC INTEGRITY

AI tools should supplement the educational process without undermining the integrity of academic work. Examples of appropriate use include generating ideas for brainstorming sessions, providing tutoring in specific subjects, and automating administrative tasks.

Direct submission of AI-generated work as one's own without proper attribution or reliance on AI for completing assignments without understanding the content is prohibited.
When AI-generated content is used in academic work, users must include an attribution statement.

Example of Attribution:

- Portions of this content were generated with the assistance of [AI tool name].

- In written assignments, this attribution must appear in a footnote or at the end of the document.

- Users must respect copyright laws and intellectual property rights when using AI tools. This includes not using AI to replicate or modify copyrighted materials without authorization and properly citing all sources of content, including AI-generated content, to avoid plagiarism.

STAFF USE IN INSTRUCTION

Educators are encouraged to use AI to support instructional design and differentiation, but should maintain final judgment over instructional decisions and avoid fully automating feedback or grading without human oversight.

PROFESSIONAL DEVELOPMENT

The School Board will provide ongoing professional development on ethical and effective AI use for educators and staff to ensure confidence and competence in using these technologies.

STUDENT AND PARENT EDUCATION

The School Board will provide students and parents with resources to understand AI tools, their appropriate use and related risks.

MONITORING AND ENFORCEMENT

- The School Board reserves the right to monitor the use of AI tools to ensure compliance with this policy.
- This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- Users should have no expectation of privacy when using School Board technology or networks. All activity may be monitored to ensure compliance with this policy.
- Violations of this policy may result in disciplinary action, including but not limited to suspension of access to technology resources, disciplinary measures as per the student and employee handbooks and notification of supervisors, parents or guardians.

EXAMPLES OF ACCEPTABLE USE

- Brainstorming ideas
- Language translation support
- Assisting with grading (teacher use)

EXAMPLES OF UNACCEPTABLE USE

- Submitting AI-written essays as original work
- Using AI to bypass assigned reading
- Fully automating student grades