

ACCEPTABLE USE OF GENERATIVE AI GUIDELINES

Acceptable Use of Generative Artificial Intelligence (AI) Guidelines



Mountainside School District Board of Education

Fall 2025

(BOE approved 12/9/25)

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 Guidelines (AI Guidelines). These AI Guidelines supplement Policy Guide 2365 as it provides the details of the general provisions included in Policy 2365 as adopted by the Board.

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AI Guidelines For Mountainside Schools

Classroom Use:

AI can be used in the classroom. Any collaboration or research supplementing a student's original work must be transparent, approved by the teacher, and properly cited. This includes:

- **Social:** Collaborating directly with classmates or others.
- **Digital:** Using AI tools, software, or websites for assistance.
- **Text-Based:** Researching information from books, videos, or other text sources.

Unapproved collaboration or research may be considered an academic integrity violation. Teachers should communicate the expectations for each assignment.

Teachers should discuss the following with students:

1. **Expectations for Student Work:**
 - Clearly state that any work submitted should primarily be the student's own effort and understanding.
 - Emphasize the importance of originality and personal contribution in all assignments.
2. **How AI Can Improve Learning:**
 - Explain how AI tools can support and enhance the learning process.
 - Share examples of how AI can assist in brainstorming, research, and improving the quality of work without replacing the student's own thinking and creativity.
3. **Ethical Use of AI:**
 - Discuss the ethical considerations of using AI, including the importance of citing AI-generated content.
 - Ensure students understand that AI should be used to supplement, not replace, their own efforts.
4. **Assignment-Specific Guidelines:**
 - For each assignment, clearly state whether AI use is permitted and under what conditions.
 - Use clear language found in the AI Usage Scale:
 - "No AI tools are to be used for this assignment."
 - "AI tools may be used for this assignment and must be properly cited."

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Using AI:

5. Students must disclose their use of generative AI, which should be treated as assistance from another person or source.
 - How to Cite AI (MLA)
 - How to Cite ChatGPT (APA)
 - Links or screenshots to AI conversations or Screenshots of - generated responses (Gemini, ChatGPT, Claude)

Practical Applications of AI may include, but are not limited to :

Encouraged:

- Students can use AI for creative inspiration
- Or to help narrow a research topic based on their interests and class requirements and generate keywords for database searches.
- In math, students struggling with a problem can use AI to learn the step-by-step process and then apply that knowledge to other problems.

Prohibited:

- Students should not use AI to spread false information or create false images.
- AI should not write their thesis statements or research papers,
- Nor enter every math problem into AI and claim the answers as their own work.

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Generative AI Acceptable Use Scale

Can I use AI on this Assignment?

Generative AI Acceptable Use Scale

Generative AI refers to any of the thousands of Artificial Intelligence tools in which the model generates new content (text, image, audio, video, code, etc). This includes, but is not limited to, Large Language Models, LLM, such as ChatGPT, Google Gemini, Dall-E, Adobe Firefly, and any tools with built in generative AI capabilities such as Canva, Copilot, etc.)

	Level of AI Use	Full Description	Disclosure Requirements
0	NO AI Use	This assessment is completed entirely without AI assistance. AI Must not be used at any point during the assessment. This level ensured that student rely solely on their own knowledge, understanding, and skills.	AI disclosure required. May require an academic honesty pledge that AI was not used.
1	AI-Assisted Idea Generation and Structuring	No AI content is allowed in the final submission. AI can be used in the assessment for brainstorming, creating structures, and generating ideas for improving work.	AI disclosure statement must be included disclosing how AI was used. Link(s) to AI chat(s) must be submitted with final submission.
2	AI-Assisted Editing	No new content can be created using AI. AI can be used to make improvements to the clarity or quality of student created work to improve the final output.	AI disclosure statement must be included disclosing how AI was used. Link(s) to AI chat(s) must be submitted with final submission.
3	AI for Specified Task Completion	AI is used to complete certain elements of the task, as specified by the teacher. This level requires critical engagement with AI generated content and evaluating its output. You are responsible for providing human oversight and evaluation of all AI generated content.	All AI created content must be cited using proper MLA citation. Link(s) to AI chat(s) must be submitted with final submission.
4	Full AI Use with Human Oversight	You may use AI throughout your assessment to support your own work in any way you deem necessary. AI should be a 'co-pilot' to enhance human creativity. You are responsible for providing human oversight and evaluation of all AI generated content.	You must cite the use of AI using proper MLA or APA citation. Link(s) to AI chat(s) must be submitted with final submission.

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AI Usage Guidelines for Teachers, Staff, and Administrators

AI can be a powerful tool for enhancing productivity and supporting professional tasks in education. Below are guidelines for the responsible and ethical use of AI in tasks. While AI offers valuable assistance, it is essential that we always review, edit, and add our voice to ensure the final work reflects our professional judgment and personal touch.

Transparency and Integrity

- **Original Effort:** AI should assist but not replace human thinking. All final outputs must reflect the teacher or administrator's understanding and judgment.

Expectations for Using AI

- **Professional Writing:** AI can help generate drafts of emails, report card comments, and communications, but users must revise and personalize all content before sending.
- **Creating Classroom Materials:** AI can create lesson plans, worksheets, classroom materials, or assessments. However, content should be reviewed for accuracy and aligned with student learning objectives.
- **Individualized Education Plans (IEP) and PLAAFPs:** AI may assist with outlining or drafting sections of IEPs or PLAAFPs. However, ensure the final documents are accurate, reflect student needs, and adhere to legal requirements.

Ethical Use

- **Confidentiality:** When using AI tools, sensitive information such as student names or personal details cannot be used.

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AI as a Support Tool

- **Efficiency, not Replacement:** Use AI to streamline tasks such as writing reports or preparing materials. However, AI should not replace the *critical role of human judgment, creativity, or understanding*.
- **Editing and Review:** Always review and revise AI-generated content. The teacher or administrator is responsible for the final version.

Use Cases for AI

- **Emails & Reports:** AI can help draft but ensure tone and messaging align with school culture and professional standards.
- **Classroom Materials:** Use AI to create engaging activities, but verify content accuracy, and ensure it supports learning goals.
- **Reports & Comments:** AI can suggest wording for comments or reports but ensure feedback is personalized and contextually appropriate.

Prohibited Uses

- **Autonomous Decision-Making:** AI cannot make final decisions about student performance or placement without human review.
- **AI in Sensitive Reports:** Avoid using AI in high-stakes situations, such as disciplinary reports or sensitive communications, where empathy, discretion, and confidentiality are critical.

Assignment-Specific Guidelines

For student projects involving AI, ensure clarity around where AI use is permitted and how to integrate it properly.

Student Misuse of Artificial Intelligence

Any student misuse of AI will be subjected to the disciplinary measures outlined in Policy 5600- STUDENT DISCIPLINE/CODE OF CONDUCT & 5701- PLAGIARISM