

ACCEPTABLE USE OF GENERATIVE INTELLIGENCE (AI) PLAN  
BERGENFIELD PUBLIC SCHOOLS



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# 1. Authorized Use of AI in Schools, Departments, and Grade Levels

**Schools:** *AI use is authorized for students and staff in all schools within the Bergenfield school district. The specifics of how and when these tools are utilized will be scaffolded in accordance with the students' age, grade level and understanding of the digital literacy skills necessary to responsibly engage responsibly with AI tools.*

**Departments:** The departments authorized to integrate AI into their curriculum include English, Science, Social Studies, Physical Education, Mathematics, Business Education, Technology Education, Computer Science, Visual and Performing Arts, and World Languages. Their departments have curricula that can benefit from AI-enhanced learning.

**Grade Levels:** AI tools may be utilized by students in grades 3-12. Students in these grades are considered developmentally ready to engage with AI under structured guidance, ensuring the technology enhances learning without compromising educational integrity.

# 2. Guidelines for Permitting AI Use in Assignments

**Context of Use:** AI tools may be used in assignments that involve research, creative writing, data analysis, language translation, coding, and other tasks that benefit from advanced computational support. For example, AI may assist in generating writing prompts, analyzing large datasets, or helping students simulate scientific experiments.

**Teacher Discretion:** Teachers, in conjunction with district supervisors, have the discretion to determine the specific tasks within an assignment where AI can be employed and to the degree AI may be utilized within any assignment. The educational goals of the assignment must be considered to ensure that AI usage enhances the learning process rather than substituting for critical thinking and creativity.

**Extent of Use:** AI should not be used to complete entire assignments. Instead, it should be used as a supplementary tool. *Each department will devise guidelines for how much AI, if any, students may use to complete an assignment.* Students should be encouraged to review,

critique, and refine any AI-generated content to ensure it aligns with the assignment’s objectives and demonstrates their understanding and skills.

### 3. Procedure for Informing Students of AI Use Conditions

**Clear Communication:** At the beginning of each assignment where AI is permitted, teachers must clearly communicate to students the specific conditions under which AI tools on the approved district list can be used. This includes what parts of the assignment AI can assist with, the expected level of student input, and the importance of acknowledging AI assistance.

**Documentation and Instruction:** Teachers should provide written instructions, either through printed handouts or digital platforms like Google Classroom, outlining how and to what extent AI tools are permitted to be used. Additionally, teachers may hold instructional sessions to demonstrate proper AI use, ensuring all students understand the teacher’s expectations, as well as the expectations set forth in the district’s Acceptable Use policy.

**Example Scenarios:** Teachers should offer examples of appropriate and inappropriate uses of AI for the assignment, helping students distinguish between using AI as a tool and relying on it to do their work.

### 4. Approval and Review of AI Tools

**Superintendent and AI Coordinator of AI Coordinator Approval:** Before any AI tool is introduced in the classroom, it must go through a comprehensive review process that assesses the tool’s alignment with educational goals, its accuracy, potential biases, data privacy practices, and compliance with district policies.

**Approval for Staff Use:** Staff members who wish to use an AI tool that has not yet been approved by the district, propose this tool to their immediate supervisor, and work in conjunction with them to complete a short Google Form outlining the merits of the tool and its educational value. The Assistant Superintendent and the District Information Security Officer will review these proposals on an on-going basis and update the approved AI Tools for Staff list accordingly.

**Approval for Student Use:** Before any AI tool is introduced in the classroom, it must be reviewed and approved by the AI Committee Review Board, consisting of at least one educator for each grade band (k-5, 6-8, 9-12) building administrator, subject supervisor, Information Security Officer, and the Superintendent of Schools or his/her designee. The group will meet quarterly, at minimum, to conduct the review of all proposed AI tools, updates and features and maintain the AI Tools for Students list.

The review process for approving AI tools for staff and student use will assess the tool's alignment with educational goals, its accuracy, potential biases, data privacy practices, and compliance with district policies.

**Periodic Reviews:** AI tools that are already approved for use will be subject to periodic reviews to ensure they continue to meet the district's standards. This includes evaluating any updates to the tools, new research on their impact, and feedback from teachers and students.

**Addressing Issues:** Issues that arise, such as academic integrity concerns or evidence of bias, will be addressed by the building administration and in accordance with the appropriate district policies and the school's Code of Conduct.

## 5. Prohibited Uses of AI

**Misrepresentation:** Any use of AI to generate content that is then presented as the student's original work without proper citation, is prohibited. This includes copying and pasting AI-generated text into assignments or using AI to complete assignments intended to be done independently. To determine if the aforementioned violations have occurred, the district will provide a short list of tools that can be utilized to determine the extent to which AI has been utilized on a specific assignment.

Misrepresentation of student work is an issue of academic integrity and will be referred to the school administration for further review and potential violation of the school's Code of Conduct or Acceptable Use Policy.

**Creating Misinformation:** Using AI to purposefully generate or spread false information is strictly prohibited. This includes fabricating data, altering facts, or generating content intended to deceive others.

**Deepfakes:** The generation of deepfake audio, video, or images using AI is strictly prohibited. This includes creating AI-generated content that falsely represents individuals, events, groups, organizations or information, especially when intended to deceive, harm, or manipulate others. Such actions are not only a violation of this AI Plan but may also constitute serious offenses under the Student Code of Conduct and applicable laws.

**Bullying and Harassment:** AI must not be used to generate content that could harm, bully, or intimidate others, nor will the distribution of such content be permitted. This includes creating deepfakes, malicious texts, or images aimed at causing emotional or psychological harm. Any use of AI for the purpose of Harassment or Bullying will be immediately referred to the school administration and investigated in accordance with Board of Education [Policy 5512- Harassment, Intimidation, and Bullying](#).

**Privacy Violations:** AI should not be used in any way that compromises the privacy of students, staff, or community. This includes using AI to handle or manipulate personal or sensitive information without proper authorization.

**Other Violations:** Any use of AI that conflicts with the district’s Student of Conduct or any other district policy is prohibited. This includes, but is not limited to, unauthorized use of AI tools, circumventing school internet filters, and using AI in a way that disrupts the learning environment.

## 6. Consequences for Violations

**Graduated Disciplinary Actions:** Violations of Policy 2365 or this AI Plan will result in disciplinary actions proportional to the severity of the offense. For minor infractions, consequences may include a warning or a requirement to redo the assignment without AI assistance. More severe violations, such as repeated offenses or significant breaches of academic integrity, may lead to restorative interventions, detention, suspension, or other disciplinary measures as outlined in [Policy and Regulations 2361](#).

**Code of Conduct:** In addition to the specific consequences for AI misuse, any violations of this AI Plan may also be subject to disciplinary actions under the broader [Student Code of Conduct](#). This includes, but is not limited to, penalties for academic dishonesty, misuse of technology, and inappropriate behavior. Depending on the nature of the violation, consequences under the Student Code of Conduct may range from verbal warnings to expulsion.

## 7. Review and Oversight of AI Procedures

**Regular Oversight:** Within each building, the SciP Committee T, will regularly review the procedures used to determine AI’s role in classroom activities. This will include audits of how AI is being used in assignments, teacher feedback, and student outcomes.

**Feedback Mechanisms:** Teachers, students, and parents will have the opportunity to provide feedback on AI use through communicating with the building principal. This feedback will be used to refine the AI Plan and ensure it aligns with educational goals.

## 8. Addressing Academic Dishonesty

**Detection and Investigation:** If a teacher suspects a breach of academic integrity, whether it be plagiarism, cheating, or any other form of academic misconduct, it is imperative to follow the correct procedures to address the issue.

- **Initial Investigation:** Upon discovering a potential violation, faculty members or staff are encouraged to conduct a preliminary investigation to gather evidence and document their findings.
- **Student Discussion:** Faculty will engage in a discussion with the student involved to understand their perspective and provide them with an opportunity to explain their actions. This dialogue can help clarify the situation and ensure that all parties are heard.
- **Documentation:** It is essential to thoroughly document any evidence related to the alleged misconduct. This may include copies of plagiarized work, screenshots of cheating incidents, or any other relevant materials.
- **Supervisor Consultation:** Faculty members or staff members will consult with the appropriate department supervisor to ensure that all aspects of the case and consequences are considered.
- **Submission of Referral:** Once the initial investigation is complete and sufficient evidence has been gathered, the case should be referred to the building administrator or his/her designee for further review when applicable.
- **Review Process:** The building administrator will review the case thoroughly, taking into account all available evidence and perspectives, determine whether a violation has occurred and, if so, recommend appropriate consequences.
- **Notification:** Following the decision, all parties involved (student, teacher, parent, etc) will be notified of the outcome and any consequences imposed.

## 9. Due Process for Accused Students

**Investigation Process:** Students accused of violating AI-related policies will have the right to a fair investigation. This includes being informed of the accusation, having an opportunity to respond, and presenting their evidence or explanation.

**Hearing and Appeal:** Depending on the severity of the accusation, students may be entitled to a formal hearing at the building level. The hearing will be conducted in accordance with the district's disciplinary procedures, and students have the right to appeal the decision through established channels.

## 10. Citation of AI

When AI is utilized, students will be required to cite its use. Citing the use of AI in an assignment involves acknowledging its role in the research process, and it should be done according to the style guide you're using (APA, MLA, Chicago, etc.). Here's how to approach it for common formats:

## APA Style (7<sup>th</sup> Edition)

- In-text citation: Mention the tool in the body of the text.
  - Example: “This research was supported by analysis conducted using ChatGPT (OpenAI, 2024)”
- Reference list entry:
  - OpenAI. (2024). ChatGPT [Large language model]. <https://www.openai.com/>

## MLA Style (9<sup>th</sup> Edition)

- In-text citation: Include a parenthetical reference.
  - Example: “The data analysis was facilitated using ChatGPT (OpenAI).”
- Works cited entry:
  - OpenAI, ChatGPT, OpenAI, 2024, [www.openai.com](http://www.openai.com).

## General Guidance:

- Clearly explain the role AI played in your research, whether it was for data analysis, generating drafts, or brainstorming.
- Include a note if the AI provided ideas or content that influenced the study’s outcome.