

Acceptable Use of Generative Artificial Intelligence (AI) Plan

Waterford Twp School District

Board of Education

Fall 2025

Updated 2-18-26

BOE Approved:

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 Plan (AI Plan). This AI Plan supplements Policy Guide 2365 as it provides the details of the general provisions included in Policy Guide 2365 and adopted by the Board.

Provision 1

List the schools, departments, and/or grade level(s) in the district where a staff member is authorized to permit student use of AI in assignments.

Through this AI Plan, the Board of Education entrusts the staff and administration in all three schools to utilize AI to assist in their day to day duties. Furthermore, AI will be permitted to be used by students in Grades 5 and 6 after they have been introduced to acceptable use of AI, permitted AI platforms, and agree to terms of the AI Acceptable Use Contract.

Provision 2

Provide an explanation on when, how, and to what extent a staff member may permit a student to use AI in assignments.

Teachers, Administrators, and staff members are permitted to use AI to revise original content and to create new content. This includes developing and enhancing lesson plans; correspondence with colleagues, supervisors, or stakeholders; developing classroom assignments and activities that supplements the Board approved curriculum; designing publications to be distributed. Staff members who utilize AI are responsible for the contents of what they create and distribute. Staff

members are prohibited from using names of students, colleagues, parents, and personal, sensitive, or confidential information when using AI.

Provision 3

Provide the 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.

Students are only permitted to utilize AI to enhance their assignments when specifically noted with permission. These permissions will identify how AI may be used, which platforms, and how to appropriately cite the use of AI.

Provision 4

Provide the procedure for the Superintendent or designee and the AI Coordinator(s) to approve and review the use of AI tools and a process to ensure strategies will be implemented to address any issues regarding student use of AI in assignments. This shall include, but not be limited to, areas such as academic integrity, bias, inaccuracy/misinformation, copyright/licensing unknowns, privacy violations, and equity of access.

Any and all use of AI platforms must be Board approved. The Board of Education has approved the following AI platforms:

- NotebookLM
- SchoolAI
- MagicSchoolAI
- Google Gemini
- Canva AI

Any AI platform that staff or students wish to use in addition to these will need to be reviewed and approved.

Provision 5

Provide the 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 Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) and this AI Plan.

The Superintendent will distribute the AI Policy and Acceptable Use of Generative AI Plan to all parents prior to the beginning of each school year.

Provision 6

Provide a list of prohibited uses of AI that violate Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) or the district’s Code of Student Conduct, which may include 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 assignment 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 and Regulation 2361 – Acceptable Use of Computer Networks/ Computers and Resources.

Prohibited Uses of AI

1. Academic Misrepresentation
 - Using AI to complete assignments without permission or in ways not aligned with assignment conditions.
 - Submitting AI-generated work as the student’s own original work, constituting plagiarism or cheating.
2. Misinformation and Harm
 - Using AI to create or distribute false or misleading information.
 - Misusing AI to impersonate, misrepresent, or fabricate content about individuals with intent to bully, harass, intimidate, or defame.
3. Privacy Violations
 - Inputting or sharing confidential or personally identifiable information of students or staff with AI platforms.
 - Using AI tools to access, manipulate, or share restricted data without authorization.
4. Violation of Technology Use Policies
 - Any use of AI that conflicts with Policy and Regulation 2361 – Acceptable Use of Computer Networks/Computers and Resources.
 - Circumventing or attempting to bypass district security, filters, or access controls using AI tools.
5. Unethical or Inappropriate Use
 - Generating content that is violent, sexually explicit, hate-based, or otherwise violates district behavioral standards.
 - Encouraging or facilitating others to misuse AI in ways that violate district policies.
6. Disruption of Learning Environment
 - Using AI tools in a way that disrupts classroom instruction, peer collaboration, or the educational environment.

All students are expected to use AI responsibly and in accordance with district policies, including Policy 2365, Policy 2361, and the Code of Student Conduct. Violations may result in disciplinary action.

Provision 7

List the consequences if a student violates any provision of Policy 2365 - Acceptable Use of Generative Artificial Intelligence (AI) or this AI Plan which may include, but not be limited

to, the consequences listed in Policy and Regulation 2361 – Acceptable Use of Computer Networks/Computers and Resources.

Consequences for Violating AI Use Policies

Consequences will be applied in accordance with district policy, considering the nature, severity, and intent of the violation, as well as whether it is a first-time or repeated offense. Any violations of the NJ HIB law will be handled in accordance with policy 5512. Teachers and administrators reserve the right to apply consequences as they see fit and within the scope of their position and authority.

1. **Loss of Technology Privileges**
Temporary or permanent restriction of access to school-issued devices, accounts, or digital tools (including AI platforms).
2. **Academic Penalties**
Receiving a zero on the assignment or project in question.
Required resubmission of the assignment under teacher supervision.
Possible grade reduction or academic disciplinary action depending on the severity and frequency of violations.
3. **Disciplinary Action**
Detention, in-school or out-of-school suspension, or other consequences as outlined in the Code of Student Conduct.
Referral to school administration or district-level disciplinary review.
4. **Parent/Guardian Notification**
Notification of parent(s)/guardian(s) regarding the violation and potential consequences.
5. **Behavioral Contracts or Agreements**
Requirement to sign a behavioral contract acknowledging proper AI use expectations moving forward.
6. **Educational or Remedial Actions**
Mandatory participation in digital citizenship, academic integrity, or AI ethics instruction or workshops.
7. **Restitution or Restorative Practices**
Actions designed to repair harm or restore trust, such as apologizing to affected individuals or re-establishing academic credibility.
8. **Referral to Law Enforcement (in extreme cases)**
In cases involving harassment, intimidation, bullying, cyberbullying, threats, or unauthorized access to personal data, law enforcement may be notified.

Provision 8

Provide the procedure where the AI Coordinator(s), supervisors, administrative staff members, and other staff members review the procedures used in determining the activities where AI may be permitted to be used by students to ensure staff members are implementing AI procedures in accordance with Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) and this AI Plan.

All staff will be provided with the district AI Plan and our Acceptable Use Policy. All teachers will be trained on appropriate and effective AI use but retain autonomy in deciding how and when to incorporate it into their professional practice. Any time AI is incorporated into a lesson, the teacher must remind students about responsible use and expectations.

Provision 9

List the approved AI platforms that may be used by students in assignments.

The Board of Education has approved the following AI platforms:

- NotebookLM
- SchoolAI
- MagicSchoolAI
- Google Gemini
- Canva AI

Provision 10

Provide the 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.

While AI detection tools may be used to investigate possible misuse of AI, Waterford Township School District does not endorse the use of commercial AI detectors as the sole means of determining academic dishonesty. Instead of relying solely on these detectors, we encourage teachers to foster a culture of academic integrity through open discussions about appropriate AI use, clear guidelines for assignments, and the development of critical thinking skills that showcase students' original thought processes. If you suspect misuse, follow the standard procedures outlined in the Student Handbooks or Codes of Conduct for suspected academic integrity violations.

Provision 11

Provide the procedure to ensure a student accused of any alleged violation of the provisions of Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) or this 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.

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;

2. Education that supports students; development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.9; and
7. Protections pursuant to 20 U.S.C. §1232 g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. §1232h, Protection of Student Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of School Disciplinary Records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by students, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

Provision 12

Provide the method(s) or format(s) to be used by students on how to cite or document content generated from any AI platform that is used in an assignment.

Students must clearly disclose any use of artificial intelligence (AI) tools in the completion of academic assignments. AI tools include, but are not limited to, generative platforms that produce text, images, code, data analysis, or other content. Failure to disclose AI use may constitute academic dishonesty. Teachers will develop age and level appropriate citation methods that may include: Name of the AI platform, Provider or developer, Date of interaction, Description of the generated content (if applicable). Students should clearly identify the level of AI assistance: Idea Generation Only (AI used for brainstorming topics), Structural Support (AI used for outlines or organization), Draft Assistance (AI used to generate or revise sections) or Editing Support (AI used for grammar or clarity improvements). Before allowing AI use on assignments, each teacher will review citation expectations.

Provision 13

13. Other provisions included in the AI Plan: none