



GUIDANCE

**ON THE USE OF GENERATIVE
AI IN OUR SCHOOLS**



THE NHCS GENAI TEAM

A DEFINITION OF GENERATIVE AI

Generative AI (GenAI) **learns** from inputs, **recognizes** patterns in human writing and creation, and then **mimics** those patterns to create new content based on the user's prompt and its data set. It may **create** text, images, audio, video, and code.

A cartoon robot with a white head and blue body is sitting at a desk, using a laptop. A speech bubble is next to its head.Five icons in colored boxes: a document for Text (purple), a landscape for Images (green), a speaker for Audio (blue), a play button for Video (green), and code symbols for Code (orange).

PURPOSE

This document guides our students, staff, and school communities on the **appropriate and responsible use** of artificial intelligence (AI), particularly generative AI (GenAI) tools, in classroom instruction, school management, and systemwide operations.

Generative AI has potential **benefits for education** and **risks** that must be thoughtfully managed.

An illustration of four people (three students and one teacher) sitting around a table, working on laptops and tablets. A school building is in the background.Four icons in green boxes: a graduation cap for Enhance Learning, gears for Support Educators, a school building for Improve School Management, and a group of people for Strengthen Our Community.

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Guiding Principles of GenAI Use

The following principles guide the appropriate and safe use of GenAI and address current and future educational goals, teacher and student agency, academic integrity, and security. We commit to adopting internal procedures for each principle.

1

WE USE GENAI TO HELP ALL OF OUR STUDENTS ACHIEVE THEIR EDUCATIONAL GOALS.



We will use GenAI to improve student learning, teacher effectiveness, and school operations.

We aim to make GenAI resources universally accessible.

We are committed to evaluating GenAI tools to ensure they effectively serve our diverse educational community.

2

WE REAFFIRM ADHERENCE TO EXISTING POLICIES AND REGULATIONS.



We will thoroughly evaluate technologies for approval to ensure they align with our existing and future policies on acceptable use and internet safety.

3

WE EDUCATE OUR STAFF AND STUDENTS ABOUT GENAI.



Students and staff will be given support to develop their GenAI literacy, which includes how to use GenAI, when to use it, and how it works, including foundational concepts of computer science and other disciplines.

We will create professional development opportunities to support teachers in the use and management of GenAI tools in the classroom.

4

WE EXPLORE THE OPPORTUNITIES OF GENAI AND ADDRESS THE RISKS.



We will work to realize the benefits of GenAI in education, address risks associated with using GenAI, and evaluate if and when to use GenAI tools, paying special attention to misinformation and bias.

5

WE USE GENAI TO ADVANCE ACADEMIC INTEGRITY.

- ♥ HONESTY
- 👥 TRUST
- ⚖️ FAIRNESS
- 👐 RESPECT
- ✓ RESPONSIBILITY



Honesty, trust, fairness, respect, and responsibility continue to be expectations for our school community.

Students, teachers, administrators, and district personnel will be given guidance on how to appropriately give credit to GenAI sources and tools.

6

WE COMMIT TO AUDITING, MONITORING, AND EVALUATING OUR DISTRICT'S USE OF GENAI.



Understanding that GenAI and technologies are evolving rapidly, we commit to frequent and regular reviews and updates of our policies, procedures, and practices.

We will use Learn Platform to communicate approved GenAI tools for teachers and students.



TOGETHER, WE WILL USE GENAI **RESPONSIBLY** TO INSPIRE LEARNING, SUPPORT EDUCATORS, AND PREPARE STUDENTS FOR THE FUTURE.





NHCS Policies Addressing GenAI Use

Click the policy titles below to access the full policy

3220: Technology in the Educational Program

The board encourages the use of generative AI by school system employees and students to expand their skills and capabilities and to prepare students for a future AI-enhanced world.

All school system employees and students should be AI literate, that is, have an understanding of basic AI principles and applications, the skills to recognize when AI is employed, and awareness of its limits. The superintendent or designee shall develop a comprehensive AI literacy training strategy that involves training all employees and students in the effective, ethical, and safe use of generative AI tools. The training should equip employees with the necessary knowledge to effectively employ generative AI in their work while ensuring its safe and responsible integration into classroom instruction.

3225/4312/7320: Technology Responsible Use

All students, parents, and employees will be informed annually of the information in this policy and in any applicable generative artificial intelligence (AI) guidelines developed in accordance with policy 3220, Technology in the Educational Program. Prior to using school system technological resources, students and employees must agree to comply with the requirements of this policy and the generative AI guidelines. In addition, the student's parent must consent to the student accessing the Internet and must sign a copy of the generative AI guidelines.

Additional Policies to Consider

3226/4205: Internet Safety

4310: Integrity and Civility

4329: Bully and Harassing Behavior Prohibited





Prohibited Use of GenAI Tools



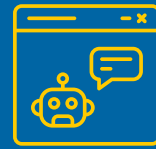
Wearable/Ambient AI Devices

The use of wearable AI devices is prohibited unless explicitly approved by school administration for accessibility purposes. Unauthorized recording, live-streaming, or transmission of classroom instruction violates district privacy policies.



Agentic AI

No use of Agentic AI is allowed on devices connected to NHCS accounts. Agentic AI are AI tools used to autonomously plan, make decisions, and carry out multiple steps or actions in order to achieve a defined goal. In order to use these tools you must grant access to your device's memory, storage, and account information.



Meeting Assistants

Meeting Assistant ChatBots may not be deployed to record meetings in which privileged or student information is discussed. This is a violation of privacy policies.



Privacy

Inputting your or other's personally identifiable information (e.g. full name, address, social security number, student or staff ID number) into GenAI tools is not only bad practice **it violates school Board policy** and **may violate privacy laws**. No one using NHCS devices may use GenAI tools in a way that violates their own or other's privacy and personal information.

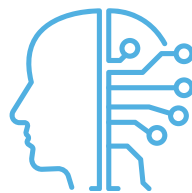
Student Prohibited Use

The following are prohibited uses of GenAI for students, and may violate not only school policy, but also terms of service for GenAI tools, and state and federal laws.



Bullying/Harassment

Bullying and Harassment violate board policy, and GenAI tools may not be used to impersonate, manipulate media of, or communicate with others in a way which bullies, harasses, or intimidates. Uploading photos, video, or audio of others without permission to AI tools violates privacy, board policy, and terms of service.



Overreliance

GenAI tools may not be used to decrease human discretion and oversight. Students may not use GenAI tools on assignments without express permission and direction from teachers. Students should always use GenAI as a tool and not a replacement for their own work.



Plagiarism/Cheating

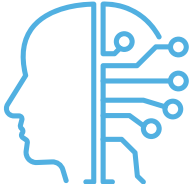
Using GenAI to generate answers, essays, projects without teacher direction is considered **plagiarism and cheating** and violates school and board policies. Students will **never submit GenAI generated work as their original work**. The use of GenAI to replace student work will have academic and behavioral consequences.





Prohibited Use of GenAI Tools

Teacher and Staff Prohibited Use



Overreliance

GenAI tools may not be used to decrease human discretion and oversight. **Teachers will never use GenAI to replace their own work, and never create resources using GenAI without carefully vetting the products** and aligning them to NC Standards.



Plagiarism/Cheating

Teachers will always cite their use of Generative AI as a model for proper disclosure to students. They will require their students to properly cite and disclose use by **communicating expectations in a syllabus and assignment directions.**



Use without Verifying

GenAI tools are not perfect, and may have built in bias, misinformation, or hallucinations. **Teachers will always verify the accuracy and suitability of GenAI created resources,** and will teach their students the skills to do this as well.



Special Consideration: Advancing Academic Integrity

GenAI tools will **never be used to violate the academic integrity of students, staff, or teachers.** However, NHCS recognizes that need for training and clarity on these issues, so these are best practices for **students and staff:**

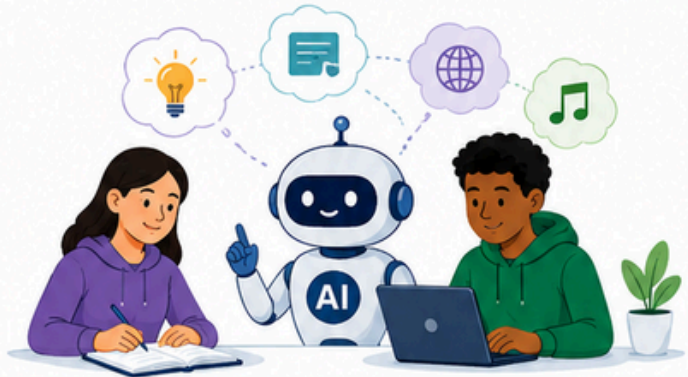
- **Expectations on when and if GenAI may be used will be explicitly given,** in directions, syllabus, classroom directions, verbal directions, presentations, etc.
- GenAI **may only be used with express permission** on assignments. **Any use of GenAI will always be cited or disclosed.**
- GenAI is an excellent tool for brainstorming, preliminary research, lessons, activities, and feedback, but **any use of GenAI which replaces student learning or teacher professional agency** is a violation of school policy. GenAI use should empower, not replace, student and staff work.
- **Teachers will not rely solely** on tools which claim to recognize the use of GenAI, as their accuracy is questionable.
- **Teachers will** create opportunities for discourse, higher order thinking tasks, project based learning, and other “GenAI Resistant” strategies to promote student independent learning and thinking.



Responsible Use of GenAI Tools: Students

STUDENT LEARNING

GenAI tools unlock potential, inspire curiosity, and empower every learner.



1



AIDING CREATIVITY

Students can harness GenAI to spark creativity across diverse subjects, including writing, visual arts, and music composition.



2



COLLABORATION

GenAI tools can partner with students by contributing concepts, supplying research support, and identifying relationships between varied information.



3



COMMUNICATION

GenAI can offer students real-time translation, personalized language exercises, and interactive dialogue simulations.

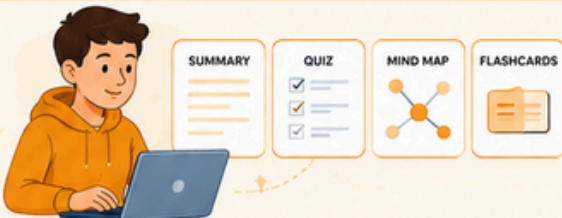


4



CONTENT CREATION AND ENHANCEMENT

GenAI can help generate personalized study materials, summaries, quizzes, and visual aids, help students organize thoughts and content, and help review content.



5



TUTORING

GenAI technologies have the potential to democratize one-to-one tutoring and support, making personalized learning more accessible to a broader range of students. GenAI-powered virtual teaching assistants may provide non-stop support, answer questions, help with homework, and supplement classroom instruction.



When used responsibly, GenAI helps students **learn deeper**, **think bigger**, and **achieve more**.





Responsible Use of GenAI Tools: Teachers and Staff

TEACHER AND STAFF SUPPORT

GenAI empowers educators and staff to teach better, work smarter, and support every learner.



1



ASSESSMENT DESIGN AND ANALYSIS

Teachers may use GenAI to enhance assessment design by creating questions and standardized feedback on common mistakes, create rich performance assessments, and conduct diagnostic assessments to identify gaps in knowledge or skills.



2



CONTENT DEVELOPMENT AND ENHANCEMENT FOR DIFFERENTIATION

GenAI can assist educators by differentiating curricula, enhancing lesson plans, generating diagrams and charts, and customizing independent practice based on student needs and proficiency levels. GenAI can analyze student performance data to provide insights to educators, helping them tailor instruction or interventions.



3



CONTINUOUS PROFESSIONAL DEVELOPMENT

GenAI can guide educators by recommending teaching and learning strategies based on student needs, personalizing professional development to teachers' needs and interests, suggesting collaborative projects between subjects or teachers, and offering simulation-based training scenarios such as teaching a lesson or managing a parent/teacher conference.



4



RESEARCH AND RESOURCE COMPILATION

GenAI can help educators by recommending books or articles relevant to a lesson for consideration and updating teachers on teaching techniques, research, and methods.



5



COMMUNICATIONS

GenAI tools can help draft and refine communications within the school community and provide instant language translation.



6



OPERATIONAL EFFICIENCY

Staff can use GenAI tools to support school operations and streamline administrative processes.



When used responsibly, GenAI strengthens teaching, **saves time**, and **amplifies** our impact on student success.





Key Considerations and Review



Disclose Use

Always cite and disclose your use of GenAI. A statement such as “this was created by [YOUR NAME] with the assistance of [GenAI TOOL]” should *always* be included for any GenAI use.



Protect Privacy

Never put your or others’ personally identifiable information, including voice, video, and pictures, into GenAI tools.



Review Outputs

Always review and verify GenAI outputs to ensure accuracy, purpose, and lack of bias.

Your use of GenAI must *always* be Safe, Ethical, Responsible, and Effective

Review

This guidance will be reviewed annually, or sooner, to ensure it continues to meet the school’s needs and complies with changes in laws, regulations, and technology. We welcome feedback on this guidance and its effectiveness as GenAI usage evolves.

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Infographics within this document were created by the NHCS GenAI Team with the assistance of Google Gemini and ChatGPT.

Created with support from the
[NCDPI Implementation Recommendations and Considerations](#)

