

Center for Student Learning Charter School at Pennsbury

Board of Trustees

Policy on the Use of Generative Artificial Intelligence

Introduction

Generative Artificial Intelligence (AI) represents a groundbreaking technological advancement that has the potential to revolutionize various aspects of education. By leveraging generative AI, educators can enhance teaching methodologies, customize learning experiences, and facilitate creativity among students. However, the adoption of generative AI also introduces a range of ethical, legal, and pedagogical considerations that necessitate careful attention and management.

Purpose

The primary objective of this policy is to establish clear guidelines for the responsible utilization of generative AI within the Center for Student Learning Charter School at Pennsbury (the “Charter School”). These guidelines aim to ensure that the integration of generative AI aligns with the Charter School’s educational values, promotes student safety and privacy, upholds ethical standards, fosters transparency and accountability, and supports equitable access to educational opportunities.

Scope

This policy applies to all stakeholders involved in the use of generative AI within the Charter School, including educators, administrators, IT personnel, students, and external vendors. It encompasses the deployment, management, and oversight of generative AI technologies across various educational contexts and settings, including classrooms, extracurricular activities, and administrative functions.

This policy is intended to promote standards for Internet safety and compliance with the Children’s Internet Protection Act, Pub. L. No. 106-554 and 47 USC 254(h) (“CIPA”).

Definition

For purposes of this Policy, “generative artificial intelligence” or “generative AI” means technology that creates or materially modifies text, images, audio, video, code, data, or other content in response to user instructions or information.

Guidelines for the Use of Generative AI

In line with the Charter School's educational mission, generative AI should primarily serve to augment teaching and learning experiences, foster creativity, and support academic achievement. Educators are encouraged to integrate generative AI tools into the curriculum in a manner that enhances instructional delivery, accommodates diverse learning styles, and promotes student engagement and critical thinking skills.

In safeguarding student privacy and data protection, all data collected or generated by generative AI systems must adhere to relevant privacy laws, regulations, and Charter School policies. Personally identifiable information ("PII") of students or staff should be handled with utmost care and used only for legitimate educational purposes with explicit consent. Use of AI may not implicate or compromise student records and/or information protected by any laws or regulations, including the rights to privacy ensured by the United States and Pennsylvania constitutions, the Family Educational Rights and Privacy Act ("FERPA"), Children's Internet Protection Act ("CIPA"), Children's Online Privacy Protection Act ("COPPA"), Americans with Disabilities Act ("ADA"), The Individuals with Disabilities in Education Act ("IDEA"), the Right-to-Know Law ("RTKL"), the Pennsylvania Personnel Files Act, and the Pennsylvania Breach of Personal Notification Data Act.

Ethical considerations are paramount in the use of generative AI. Content generated by these systems should not propagate hate speech, bullying, violence, discrimination, invasions of privacy, plagiarism, cheating, or any other unethical behavior. Educators must be vigilant in identifying and mitigating potential biases inherent in AI algorithms to ensure fair and equitable outcomes for all students.

Respect for intellectual property rights is essential. Users of generative AI should adhere to copyright laws and intellectual property regulations when creating or modifying content. Students should be educated about the importance of respecting the rights of original creators and properly attributing sources when using generative AI tools for creative projects.

It is essential to stress the limitations on students' use of generative AI unless expressly authorized by their teacher. Unauthorized use may lead to unintended consequences, including ethical breaches, academic dishonesty, or legal implications. Students are expected to seek guidance and approval from their teachers before utilizing generative AI tools for educational purposes.

Board Policy

Educational and Operational Purpose. Generative AI may be used only for lawful and appropriate educational or operational purposes consistent with the Charter School's mission, curriculum, policies, and the user's assigned responsibilities.

Human Responsibility and Review. Generative AI is a support tool and not a substitute for professional judgment, independent analysis, or personal responsibility. Users remain responsible for reviewing and verifying AI generated content for accuracy, relevance, bias, appropriateness, and compliance before it is used or distributed. Final decisions concerning students, employees, or Charter School operations shall be made by authorized personnel and shall not be based solely on generative AI output.

Privacy, Confidentiality, and Security. Users shall protect student, employee, and Charter School information in accordance with applicable law and Charter School policy. Personally identifiable, confidential, privileged, proprietary, or otherwise protected information shall not be entered into a generative AI system unless the system and the proposed use have been approved by the Charter School.

Student Use and Academic Integrity. Students may use generative AI only as authorized by the Charter School or the responsible teacher. Teachers may establish assignment specific requirements concerning permitted use, verification, attribution, and disclosure. Generative AI shall not be used to evade learning objectives, misrepresent authorship, engage in academic dishonesty, or violate the Student Code of Conduct.

Equity, Nondiscrimination, and Accessibility. Generative AI shall be used in a manner consistent with the Charter School's nondiscrimination and accessibility obligations. Users shall consider the potential for inaccurate, biased, discriminatory, or inaccessible output and shall take reasonable steps to prevent such output from affecting educational or employment decisions.

Intellectual Property and Transparency. Users shall respect copyright, licensing, attribution, and other intellectual property requirements. AI generated or AI assisted work shall be identified or attributed when required by the Charter School, an instructor, applicable law, or the terms governing the tool.

Prohibited Uses. Generative AI shall not be used to engage in unlawful conduct; harass, threaten, discriminate against, exploit, or impersonate another person; create materially deceptive content; circumvent security or access controls; disclose protected information; or otherwise violate Charter School policy.

Approved Tools and Vendors. The Charter School may limit use to approved tools, accounts, and services. Generative AI products that will access protected information, integrate with Charter School systems, or be used institutionally shall be subject to appropriate administrative, privacy, security, contractual, and educational review.

Delegation of Responsibility

The CEO or designee is authorized to develop, maintain, and enforce administrative procedures necessary to implement this Policy. Those procedures may

address approved tools and accounts, age and access requirements, staff and student guidance, training, assignment level expectations, disclosure and attribution, data handling, vendor review, record retention, incident reporting, and other operational matters.

The CEO or designee may suspend or restrict the use of a generative AI tool or practice when necessary to protect safety, privacy, security, academic integrity, legal compliance, or the educational interests of the Charter School.

Implementation and Oversight

To facilitate effective implementation, the Charter School will provide comprehensive training and professional development opportunities for staff on the ethical use of generative AI and relevant Charter School policies. Educators will receive guidance on integrating generative AI tools into instructional practices in alignment with educational objectives and standards.

Mechanisms for monitoring and evaluating the use of generative AI will be established to ensure compliance with this policy. Regular reviews and assessments will be conducted to identify any ethical or privacy concerns associated with its use and address them promptly. Additionally, feedback mechanisms will be established to solicit input from stakeholders and continuously improve the implementation of generative AI technologies.

The policy will be subject to periodic review to ensure its continued relevance and alignment with evolving technological advancements, educational practices, and regulatory requirements. Amendments may be proposed based on feedback from stakeholders, emerging issues related to generative AI, or changes in legal or policy frameworks.

Compliance and Enforcement

All stakeholders are expected to adhere to this policy and related procedures governing the use of generative AI within the Charter School. Failure to comply may result in disciplinary action, up to and including termination of employment or student expulsion, in accordance with Charter School policies and applicable laws.

Any concerns or incidents related to the use of generative AI should be promptly reported to appropriate Charter School officials for investigation and resolution. Confidentiality will be maintained throughout the investigative process to protect the

interests of all parties involved, while ensuring transparency and accountability in addressing issues related to generative AI use.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS OR THE CHARTER SCHOOL'S CHARTER, THE APPLICABLE STATE AND/OR FEDERAL LAWS OR THE CHARTER SCHOOL'S CHARTER CONTROL.