

ACCEPTABLE USE OF GENERATIVE AI PLAN

Acceptable Use of Generative Artificial Intelligence (AI) Plan

DEMAREST

Board of Education

Fall 2024

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.

ACCEPTABLE USE OF GENERATIVE AI PLAN

Provision 1

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.**

Occasionally, teachers at Demarest Middle School may specify that the use of AI tools is allowed.

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Provision 2

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

By default students should assume that the use of artificial intelligence in their academic work is strictly prohibited. Occasionally, teachers may specify that the use of AI tools is allowed.

This might look like:

- Transparent Use of AI - All use of A.I. must be open and honest otherwise would be considered Academic Dishonesty and treated as such. .(See below)
- Using AI to generate feedback and suggestions for improvement -- to enhance, not replace, the learning process.
- Using AI to complete specific elements of a task (such as creating images and visual metaphors for a presentation).
- Using AI as part of the learning task (such as engaging with an AI-powered historical figure and evaluating whether the AI is offering an accurate portrayal).
- Carefully using AI as a supplemental learning resource, that culminates in a performance assessment in class (without AI).
- Citing use of AI and always being transparent about its use.

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Provision 3

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.**

A staff member must state in writing on an assignment that the use of artificial intelligence is allowed in a limited capacity.

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Provision 4

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.**

To ensure the academic integrity of all students at Demarest Middle School, the following set of values have been created to foster a culture of honesty and integrity of all students. Cheating is defined as any misrepresentation of one's self or one's work. This includes sharing work, plagiarism, and the use of artificial intelligence (including ChatGPT, Grammarly, etc.), all of which will be viewed as unoriginal and a misrepresentation of one's original work. We encourage the use of spelling and grammar checks that are available within Google Documents.

In order to ensure the integrity of student work, plagiarism checking software such as "Turn It In" will be used to assess writing assignments for the use of plagiarism and artificial intelligence. Turn It In is an online detection program for "both existing as well as new forms of plagiarism- from text similarity and synonym swapping to contract cheating, AI writing, and AI paraphrasing" (turnitin.com).

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Provision 5

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.**

In the event that a teacher would like his or her students to utilize artificial intelligence in a limited capacity the teacher will inform parents in writing. Parents will then have the opportunity to opt their child out of the activity and an alternative assignment will be given.

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Provision 6

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.**

By default, the use of AI tools is not allowed unless otherwise specified by teachers.

This might look like:

- Any assignment that is expected to be entirely original work.
- Any assignment that requires students to rely solely on their own knowledge, understanding, and skills.
- Any assignment that intends for students to experience “desirable difficulty” in order to deepen their learning.
- 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

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Provision 7

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 following procedures will be implemented when AI is used to complete an assignment in a way that falsely represents the assignment as the student's own;

1. AI Detection software such as Turnitin will be utilized
2. A meeting between the student and teacher will take place.
3. Students will have the opportunity to redo the original assignment.
4. Timeline for the assignment to be turned in will be established by the teacher.
5. The corrected assignment will then be assessed for a maximum grade of 65%.
6. Repeat offense(s) will earn a zero.

Using AI to purposefully create misinformation or to misrepresent others with the intent of harming, bullying, or intimidating an individual(s) may result in a loss of computing privileges, detentions, or suspension.

Provision 8

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.**

Any teacher wishing to utilize artificial intelligence with students should seek prior approval from their supervisor.

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Provision 9

9. List the approved AI platforms that may be used by students in assignments.
(Include details below)

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Provision 10

- 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.**

A. Students are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

The following procedures will be implemented when a staff member suspects that AI has been used to complete an assignment in a way that falsely represents the assignment as the student's own;

1. AI Detection software such as Turnitin will be utilized
 2. A meeting between the student and teacher will take place.
 3. Students will have the opportunity to redo the original assignment.
 4. Timeline for the assignment to be turned in will be established by the teacher.
 5. The corrected assignment will then be assessed for a maximum grade of 65%.
 6. Repeat offense(s) will earn a zero
2. If warranted, the teacher shall file a written complaint against the student with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.
3. The Principal will determine if further discipline of the student is appropriate, and will determine the nature of the discipline on a case-by-case basis.

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Provision 11

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.**

If the student is not in agreement with the disciplinary action of the Principal, he/she may appeal the action to the Superintendent.

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Provision 12

- 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.**

MLA citation is required for all academic sources.

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Provision 13

13. Other provisions included in the AI Plan:

(Include details below)

- a. _____
- b. _____
- c. _____
- d. _____.