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POLICY

**LACEY TOWNSHIP
BOARD OF EDUCATION**

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Acceptable Use of Generative Artificial Intelligence (AI)

2365 <u>ACCEPTABLE USE OF GENERATIVE ARTIFICIAL
INTELLIGENCE (AI)</u>

The Board of Education recognizes the use of artificial intelligence (AI) may result in increased and enhanced learning opportunities for students in the school district. The Board adopts this Policy to provide guidelines and expectations for student use of generative AI.

For the purpose of this Policy, "AI" means all types of generative AI technologies that create new content or outputs from a prompt to produce text, images, videos, or music.

For the purpose of this Policy, "AI tools" means software applications and platforms that utilize AI technologies to perform specific tasks and solve problems that typically require human intelligence.

For the purpose of this Policy, "assignment" means any task or work required of a student as part of a student's educational and co-curriculum program in the district. The Board recognizes the potential of AI tools to enhance and transform a student's educational and co-curricular experience in the district. However, AI tools are not inherently knowledgeable and are trained from large amounts of data collected from various sources. Outputs generated by an AI tool may be inaccurate, inappropriate, or incomplete. Therefore, to ensure the responsible use of AI and to maintain academic integrity, students shall be required to comply with the district's Acceptable Use of Generative Artificial Intelligence Plan (AI Plan) that will include proper citation and/or documentation methods to support the content provided by an AI tool in a student assignment.

The Superintendent or designee may designate an AI Coordinator to oversee the use of all AI tools in the district and may designate additional AI Coordinators and/or committees to monitor the use of all AI tools within the district. The Superintendent or designee, in consultation with district staff and AI Coordinator(s), shall develop the district's AI Plan.

Authorized Use of AI

Teachers may permit student use of AI in an assignment at their discretion in all grade levels and departments in consideration of grade level and age appropriateness. The AI must be pre-approved by the Superintendent, designee, or AI Coordinator.

Students may use AI as detailed in the instructions provided by the teacher for each assignment. Teachers must explicitly provide authorization for a student to have permission to use an AI tool for an assignment. Absence of permission to use AI in an assignment's instructions means that AI should not be used.

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Teachers will advise students on how AI tools may be used in an assignment in which the teacher approves of AI tool usage. The teacher will clearly express the extent to which AI will be used based on the assignment as well as what AI tool will be used. Some examples of the extent to which AI may be used include, but are not limited to: a rough draft, an outline, planning, ideating, entire assignment, editing, student feedback, and exploration.

When a staff member assigns class work to a student, if use of AI is permitted, the extent to which AI may be used must be written in the directions at the time of assignment. If there is no written permission for AI, then the student should proceed without the use of AI with the expectation that the use of AI is prohibited.

Citing AI

When AI use is permitted in an assignment, the student must provide citation or documentation of the platform in the discipline-specific requirements provided by the staff member. The citation or documentation should include the:

- Name of the AI Tool
- Version of the AI Tool
- Description of the use of the AI Tool
- Date the AI Tool was used for this purpose
- Prompts entered into the AI Tool

Using the official websites from MLA, APA, and Chicago would be the best places to obtain this specific information.

AI Approval and Review Procedure

Teachers will submit a request for approval for AI Tools that they would like to authorize students to use. Student requests for AI Tools will go directly to their teacher who will make the request for approval if the teacher approves of the academic use of the AI Tool.

A team of district staff members, as determined by the Superintendent or AI Coordinator or designee, shall convene regularly to review requests for AI Tools.

The team of district staff members shall consider an AI Tool's impact on academic integrity, potential algorithmic bias or discriminatory outcomes, inaccurate, misleading, or otherwise educationally inappropriate outcomes, privacy violations, copyright and licensing unknowns, and equity of access.

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Informing Parents and Parental Consent

The district will make parents aware of this AI policy and provide a list of approved AI tools at the beginning of the school year. If changes are made to the AI policy during the regular course of the school year, parents will be notified.

Prohibited use of AI

Prohibited use of AI includes but is not limited to:

- Any use of AI which does not align with the conditions set by the directions of the assignment 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 work and does not properly attribute AI content.
- Using AI to create misinformation or to misrepresent others with the result of harassing, bullying, or intimidating an individual(s).
- Using AI with confidential student or staff personal information.
- Using AI in any manner that would result in a violation of Policy and Regulation 2361 – Acceptable Use of Computer Networks/ Computers and Resources.
- Using AI in any manner that disrupts the orderly operation of the school or school district.

Consequences of Violating Policy 2365 - Acceptable Use of Generative AI

The following are guidelines to address inappropriate student use of AI. They include but are not limited to the following guidelines.

The consequences for student violations of Policy 2365 - Acceptable Use of Generative Artificial Intelligence (AI) or this AI Plan may include, but is not be limited to the consequences listed in the following policies: Policy and Regulation 5600 – Student Discipline/Code of Conduct; Policy and Regulation 2361 – Acceptable Use of Computer Networks/Computers and Resources; Policy and Regulation 5512 - Harassment, Intimidation, and Bullying; Policy and Regulation 5701 - Academic Integrity.

Staff members will address a suspected violation to academic integrity by consulting Policy 5701.

Any alleged violation of the provisions of this Policy or the district's AI Plan is provided appropriate due process in accordance with the provisions of Policy and Regulation 5600 – Student Discipline/Code of Conduct.

Other Policies and Regulations may be applicable depending upon the student conduct.

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Annual Policy Review

The Superintendent of Schools or AI Coordinator(s) will establish a process for the annual review and update of the district's AI Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent or designee will report to the Board and/or a designated committee of the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the AI Policy and Regulation.

Approved list of AI

The district will keep a running list of AI tools that the BOE will approve, as needed.

Adopted:

POLICY GUIDE

5701 ACADEMIC INTEGRITY

The Board of Education is committed to require a high level of ethical standards for students in the school district that include honesty and integrity in all aspects of their academic program. The Board expects all students to embrace the highest standards of academic integrity in all assignments. Acts of academic dishonesty by students will not be accepted. Students are responsible for complying with the provisions of this Policy and may be subject to disciplinary action for any violation.

Students are expected to be honest in their studies and academic work. Students shall not engage in any of the following prohibited acts that include, but not be limited to:

1. Plagiarizing term papers, themes, essays, reports, images, take-home examinations, and other academic work required of a student in their education program. Plagiarism is presenting work from another source without full acknowledgment that it is not their own work;

2. The deliberate use of false information or the falsification of research or other findings with the intent to deceive. Fabrication includes, but is not limited to, citing information not taken from the source indicated; listing sources in a bibliography that are not used in the project; fabricating data or source information in experiments, research projects, or other academic exercises; and taking a test for another person or allowing others to take a test for one's self;

3. Providing false information to a teaching staff member in an academic assignment such as giving a false excuse for missing a deadline or falsely claiming to have submitted an assignment;

4. Cheating on examinations by any means and obtaining copies of an examination;

5. Preventing other students from completing their assignments including, but not limited to, removing pages from books, willfully disrupting the experiments or work of other students, misrepresenting the contributions of others in a group to give more credit to one particular student for one's personal gain; and compromising and/or damaging the school district's technology;

6. Using generative artificial intelligence (AI) in violation of Policy 2365 and the district's AI Plan;

7. Selling, for any fee, or other remuneration, prepare, offer to prepare, cause to be prepared, sell or offer for sale any term paper, thesis, dissertation, essay, report or other written recorded, pictorial, artistic or other assignment knowing, or under the circumstances having reason to know, that said assignment is intended for submission either in whole or substantial part under a student's name in fulfillment of the requirements for a diploma at any school or any educational institution in accordance with N.J.S.A. 18A:2-3.; or

8. Any other conduct determined by the Principal that compromises the academic integrity of a student's work.

Any violation of this Policy shall be addressed in accordance with Policy and Regulation 5600.

A student may appeal a violation of this Policy in accordance with Policy 5710.

Students shall be informed of the conduct prohibited by this Policy at the beginning of the school year.

N.J.S.A. 18A:2-3

Adopted: November 21, 2005
Revised: