

I. Introduction

This policy establishes guidelines for responsible use of generative artificial intelligence (AI) by students and staff in DISTRICT to maintain academic integrity and prevent plagiarism and cheating. AI is a powerful tool in education but should be used judiciously and in conjunction with human instructors who can provide context, guidance, and support essential for holistic learning.

II. Policy

The District is committed to promoting digital literacy, including the understanding of AI capabilities, limitations, and ethical considerations. The use of AI should:

- Increase efficiency and enhance learning without compromising the development of critical thinking, problem-solving, and writing skills.
- Promote fairness, equity, and inclusion by recognizing potential biases in AI systems.
- Uphold ethical standards, including honesty and integrity, in all learning activities.

III. Definitions

- **Generative AI:** Technology capable of producing content such as text, images, or code based on user input.
- **Personally Identifiable Information (PII):** Any student information beyond name, address, email address, telephone number, and date of birth.
- **Algorithmic Bias:** Systematic errors in AI outputs due to inherent biases in data or algorithms.

IV. Discipline

Copying language, structure, art, or ideas using generative AI or other emerging technologies to develop work products that does not reflect the student's own independent thoughts, ideas, or abilities is prohibited and subject to appropriate discipline.

Falsification of work product with the use of generative AI will be treated as plagiarism and subject to discipline under the District's plagiarism, academic dishonesty and disciplinary policies and protocols and the student handbook.

V. Classroom Policies

Teachers may utilize generative AI use in the classroom consistent with this policy and related protocol. Students must follow any additional parameters set forth by their classroom teacher for use of generative AI or other emerging technologies.

VI. Emerging Technologies

The tenets of this policy are inclusive of emerging technologies in devices that provide wireless capabilities.

VII. Development of Protocol

The Superintendent of Schools shall develop a protocol to facilitate this policy.

ARTIFICIAL INTELLIGENCE (AI) PROTOCOL

I. INTRODUCTION

This protocol accompanies and facilitates East Providence's Artificial Intelligence (AI) Policy.

II. STUDENT USE OF AI

Students are responsible for understanding and adhering to this policy, as well as the district's Code of Conduct and Acceptable Use Policy. Questions about the use of generative AI systems should be directed to the Director of IT. Questions about attribution and transparency in student use of AI should be directed to the course teacher.

Students are required to use AI in an ethical manner and subject to the following limitations and rules:

- Students under the age of 13 are prohibited from using AI in their work even when such use is permitted under the AI policy.
- Students are required to maintain academic integrity in the work they produce for their classes.
- Students shall properly cite AI used in their work.
- Submission of completely AI generated work is a violation of the plagiarism policy.
- Even if a particular use of AI is permitted by the AI policy, when a teacher prohibits use of AI or implements more stringent rules for AI use in that teacher's classroom, students shall follow the policies put in place by such classroom teacher.

III. PERMITTED USES

Generative AI can be an interactive resource for students, providing students with on-demand support, answering questions, explaining concepts, and offering guidance on assignments and projects. AI is best used to:

- Have a back-and-forth dialogue to assist in problem-solving, more clearly explain content, and explore varying perspectives;
- Enhance accessibility for students with disabilities or language barriers by providing text-to-speech, speech-to-text, and language translation;
- Be used as a personal tutor;
- Support students with classwork such as, creating a study plan and goal setting;
- Generate and finetune ideas;
- Work through roadblocks;
- Review work for grammar, spelling, and structure; and
- Ask questions to clarify a subject on which a student may be struggling.

The use of generative AI tools is permitted for the following activities:

- Brainstorming and refining ideas;
- Fine-tuning research questions;
- Creating flashcard and self quizzes;
- Understanding difficult concepts;
- Finding information for a topic;
- Drafting outlines and checking grammar/style
- Enhancing accessibility (e.g., text-to-speech)

Students should critically evaluate the output generated by AI tools and not blindly accept it as accurate or complete. Students must fact-check and verify the information and exercise their own judgment and reasoning skills in using AI tools.

IV. PROHIBITED USES

AI should be viewed as a supplementary tool to enhance learning, productivity, and creativity. It should not be used as a substitute for an individual's own critical thinking, analysis, or original work.

AI is not effective in:

- Providing accurate sources or citations;
- Referring to course materials;
- Referring to current events or recent developments in a particular subject (e.g. ChatGPT does not have access to information after September 2021);
- Collecting data;
- Understanding nuance;
- Replacing a human teacher; or
- Replicating an authentic voice.

The use of generative AI tools is prohibited for the following activities:

- Cheating, plagiarism, or academic dishonesty
- Submitting AI-generated work as original
- Using AI to impersonate oneself in class settings
- Translating assignments where language learning is the objective
- Creating artistic/auditory materials in creative-focused courses (unless explicitly permitted)

Teachers may, however, within their discretion, permit students to use generative AI tools for these prohibited uses for the purpose of assignments and lessons about AI tools.

V. PROPER ATTRIBUTION:

Students must disclose AI use in their work, citing the specific tool used. Direct AI-generated content should be treated like any other quoted source.

Text copied from AI sites must be treated as any other direct quote.

Students shall disclose the use of AI tools in their work and clearly identify the portions generated by AI. Such uses of AI must be clearly described in a works cited page attached to the submitted assignment. For example, a student submitting an essay that was processed by an AI tool for grammatical and typographical errors, must list in the essay bibliography, in a manner as instructed by the course teacher, that the essay was reviewed for grammatical and typographical errors by an AI tool and cite the particular AI tool used.

VI. DISCIPLINE

Students who use AI tools to engage in academic dishonesty or cheating may be subject to discipline under the district's disciplinary, plagiarism or academic honesty policies.

Violations of this policy may result in disciplinary actions, including but not limited to:

- Grade penalties
- Revocation of technology access
- Suspension

VII. CERTIFIED EMPLOYEE USE OF AI

Certified Employees shall not rely on AI to make decisions that require professional judgment, particularly in areas such as student assessment, curriculum development, or administrative decision-making.

Certified Employees shall stay informed about AI developments in education and to participate in relevant training to effectively integrate AI tools in their work.

AI shall be utilized in an ethical manner and subject to the following limitations and rules:

- Employees shall not rely on AI for decisions requiring professional judgment (e.g., student assessment).
- Teachers may use AI for lesson planning, supplemental materials, rubric creation, and objective assessments.
- Students under 13 should not be directed to use AI tools.
- Teachers are prohibited from requiring students to share PII with AI platforms.

VIII. TRAINING AND PROFESSIONAL DEVELOPMENT:

The district will provide ongoing training for staff on ethical AI use, data privacy, and evolving AI applications in education.

IX. VENDOR ACCOUNTABILITY:

AI vendors must comply with district, state, and federal data protection laws. The IT Department will maintain a list of vetted AI tools.

X. INCIDENT REPORTING:

Procedures will be established for reporting and investigating inappropriate AI use.

XI. REVIEW CYCLE:

Given the rapid evolution of AI technology, this policy will be reviewed annually or as needed.

XII. CLARIFICATIONS:

Questions about AI use should be directed to the course teacher, who may consult the IT Director if necessary.

The district will clarify any contradictions within policy sections to maintain consistency.