AI Guidance for Schools Toolkit

For education authorities, school leaders, and teachers

To help create thoughtful guidance on incorporating AI in education

Principles and a framework for incorporating AI in education

Sample language as a starting point for:

- School Guidance on the Use of AI
- Addendums to Existing Policies
- Letter to Staff
- Student and Class Policies
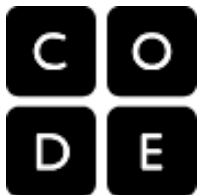- Letter to Parents and Guardians
- An AI in Education Presentation

TeachAI Toolkit

Sample Student Agreement for AI Use

AI can help me learn better and is important for my future, so I promise to use it the right way and make smart choices.

1. I will use AI tools responsibly and will not use AI in a way that could harm myself or others.
2. I will only use AI to support my learning and will follow my school's rules and teacher's instructions on when and how to use AI on an assignment.
3. I will be honest about when I use AI to help with assignments, and I will not turn in work that is fully created by an AI as my own.
4. If I use AI, I will review its work for mistakes.
5. I will check with my teacher when unsure about what is acceptable.

> ✿ Sample language when reviewing your class syllabus: AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism.

In coordination with the World Economic Forum

EdAdvance Affirmative AI Policy

Our commitment is to leverage AI technology to enrich the educational journey of our students, fostering an environment where technology aids in skill development and deeper subject comprehension, while upholding academic integrity and ethical standards.

Guidance: The following are acceptable use applications and frameworks for enhanced student learning within the EdAdvance program environment: any application outside these parameters are subject to strict scrutiny and possible loss of privileges.

AI as a Support Tool:

- AI is to be used as a guide and assistant in the learning process, not as a substitute for student effort and creativity.
- AI can help with brainstorming, problem-solving, and feedback, but the primary work and decision-making should come from the student.

Academic Integrity and Ethical Use:
- Students must use AI ethically, respecting the principles of academic integrity.
- Any AI-generated content should be clearly identified, and students must understand the boundary between AI assistance and plagiarism.

Enhancing Education:
- AI tools should be used to deepen understanding and engagement in subjects, providing personalized support where needed.
- In creative and project-based work, AI-generated materials should serve as supplements to student creativity.

Accessibility and Inclusivity:
- AI resources must be accessible to all students and used in a way that supports an inclusive learning environment.

Continuous Evaluation:
- The effectiveness and ethical use of AI tools will be regularly reviewed, with adjustments made as necessary to ensure they align with our educational goals.

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AI Literacy and Guidelines

Park Hill School District

What is Generative AI?

Artificial Intelligence (AI) refers to systems designed to complete specific tasks and has been around for many years. Your smartphone's facial recognition, virtual assistants like Alexa and Siri, and social media algorithms all use AI. Generative AI (GenAI), however is a newer technology that generates original content, including text, images, and music, by learning from existing data. It enables the creation of innovative and customized educational materials, fostering creativity and enhancing learning.

What is AI's Role in the Park Hill Classroom?

AI's purpose in our learning environment is to augment, not replace, the effort put into your teaching and learning. Its use is intended to facilitate, not to complete tasks on your behalf. AI will offer tailored support to meet diverse learning needs, by breaking down complex concepts or summarizing information, thereby enriching the educational experience.

Data Privacy and Security

Ensuring data privacy and security is paramount when using GenAI tools. It is essential to avoid inputting any personally identifiable information (PII) or confidential information into AI systems for now to safeguard our privacy. **This includes student and staff contact information, demographic information and rosters.** By strictly adhering to this guideline, we can utilize GenAI technologies effectively while protecting the integrity of personal data, since we have no control over the data once it is in those systems.

Students: How to Know If and When to Use GenAI

1. Always start by asking your teacher if you can use GenAI on the work you are assigned.
2. Be sure to track your usage of the tool. You can do this by copying and pasting your conversation into a Word or Google document.
3. Always cite the tool when you submit your assignment.

Appropriate AI Usage

- **Research Assistance:** Helping students gather knowledge and information for a topic, assignment, or assessment.
- **Creative Projects:** Generating art, music, or creative writing ideas as a starting point for my own projects.
- **Practice and Revision:** Utilizing AI for practice exercises, grammar checks, and feedback.
- **Personalized Learning:** Providing students with a tutor to help students learn at their own pace and in their own way.

Inappropriate AI Usage

- **Submitting AI-Generated Work:** Turning in assignments entirely created by AI as a student's own without disclosure or modification.
- **Plagiarism:** Using AI to rephrase existing content without proper citation to bypass plagiarism detection tools.
- **Misinformation:** Relying on unchecked AI-generated information for academic work without verifying its accuracy.
- **Not Asking Permission:** Submitting work without confirming that GenAI is permitted to be used.

ARTIFICIAL INTELLIGENCE
PRINCIPLES AND BELIEFS

Guiding Principles

• AI as a Supportive Tool
• Alignment with Universal Design for Learning (UDL):
• Focus on Personalization
• Enhances Human Interaction
• Data-Driven Insights
• Equitable Access
• Cautious Use of AI Tools.
• Data Privacy and Security
• Inclusivity and Transparency.
Preparation for Future AI Advances

Classroom Policy Example

In our class, I encourage you to use Artificial Intelligence (AI) tools such as ChatGPT, Google Bard, Claude, Canva, Midjourney, and others. Some of our activities and projects will even require these tools. Understanding and using AI is a new and essential skill, and I will provide lessons and help using these tools.

Some of our activities and projects will even require these tools. However, you must understand a few things about using AI, particularly generative tools like ChatGPT:

- Effort matters. If you don't take the time to think through and carefully write your prompts to the AI, you may not get excellent results. It will require practice and patience to get better results.
- Don't blindly trust the AI's responses if the AI gives you a fact or a number. Remember, you will be responsible for the accuracy of the information you use in your work, even if it comes from the AI.
- Always remember to acknowledge when you've used AI in your work. At the end of any project or assignment where you've used AI, include a short explanation about how and why you used it and what prompts you used. Not doing this could be considered as not being honest about your work.
- Lastly, use AI thoughtfully. It can be a great tool, but it's not always the right tool for the job. Consider whether it's the best choice for the task at hand.
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Using AI tools in class can be a fun and exciting way to learn. I look forward to seeing how you use these tools in your work!

AI GUIDELINES - Fall 2024
E. O. Smith A.I. Planning Team

Definition of Artificial Intelligence(AI): Artificial Intelligence (AI) refers to computer systems designed to perform tasks that typically require
human intelligence, such as problem-solving, recognizing patterns, learning from data, and making decisions. There are different types of AI,
including:

- Large Language Models (LLMs): AI systems that generate and understand human language by processing large amounts of text data, like virtual assistants and chatbots.
  This is the most common type of AI that staff and students will use in school.
- Multi-Modal AI: AI systems that process and integrate information from different types of data (such as text, images, audio and video).
- Generative AI: AI that can create new content, such as art, music, or even realistic deepfake videos, by learning from existing data.
- Machine Learning (ML): AI systems that learn and improve from experience without being explicitly programmed, such as recognizing handwriting or predicting weather patterns.

Draft Position Statements for AI use at E.O. Smith High School:

1. **Access to AI as an Equity Issue:** Ensuring equitable access to AI tools and resources is essential for providing all students with equal opportunities to succeed.
2. **AI Literacy as a Core Competency:** Developing AI literacy, including prompt engineering and critical thinking about AI, is crucial for students, staff, and administrators to navigate and excel in the modern technological landscape.
3. **Augmentation over Replacement:** AI tools should be used to enhance and support the work of students and teachers, not to replace human effort and interaction. Human creativity and critical thinking should remain at the core of the educational process.
4. **Verification and Fact-Checking:** Information generated by AI must be verified and fact-checked to ensure accuracy and reliability. We emphasize the importance of cross-referencing AI outputs with credible sources.
5. **Human in the Loop:** Maintaining a balance between human judgment and AI assistance is critical to preserving the integrity of educational processes. Decisions should always involve human oversight to ensure ethical and contextually appropriate outcomes.
6. **Centrality of Cognitive Skills:** Promoting and developing useful cognitive skills such as problem-solving, critical thinking, and creativity is at the heart of our instructional mission. AI should serve as a tool to enhance these skills rather than bypass them.
7. **Safe and Ethical AI Use:** The use of AI must be guided by principles of safety, ethics, and productivity. We are committed to fostering an environment where AI is used safely and ethically.
8. **Lifelong Learning:** Recognize that all members of the school community are learners in the evolving field of AI, requiring ongoing education, adaptability, and openness to new developments and practices.
9. **Responsiveness to Technological Change:** AI is a rapidly developing technology, necessitating continuous review and adaptation of guidelines and practices.
10. **Transparency and Accountability in Use:** Maintain transparency in AI use across all levels of the school community. Our policies and practices will actively promote diversity, equity, and inclusion by ensuring representation of all voices in decision-making processes.

Roles and Responsibilities

Students Will:
- Use AI in a safe, ethical, and productive manner when appropriate.
- Engage in academic work honestly and ethically, disclosing the use of
- AI to build trust and maintain strong relationships.
- Evaluate the credibility, accuracy, and potential bias of AI output.
- Reflect and justify AI use and how it supports learning.
- Bring concerns about unsafe or unethical AI use to a trusted adult.

Teachers Will:
- Educate students on the potential risks associated with AI to recognize and mitigate potential risks, including hallucinations, deep fakes, and bias.
- Build norms and provide education on the safe, ethical, and productive use of AI.
- Engage students in discussions about potential risks and ethical considerations of AI.
- Support equity of access to AI tools for all students.
- Increase the durability of lessons and classroom activities.
- Maintain transparency and disclose AI use to foster trust and maintain strong relationships.
- Recognize and address potential biases and ethical issues in AI use.
- Communicate with families to help them understand how AI is being used in their classroom.
- Integrate AI as a tool to enhance curriculum development, instruction, and assessment.
- Focus on developing students' cognitive skills such as critical thinking and problem-solving when using AI.
- Encourage AI use as a tool to support and not supplant students doing the hard work of learning.
- Consider how teacher-facing AI tools could be used to increase efficiencies in teacher responsibilities.

Administration Will:
- Develop and support guidelines reflecting safe, ethical, and productive AI use including the consideration of future policy development regarding AI.
- Define academic honesty and regularly engage stakeholders in reviewing and updating our shared understanding as AI evolves.
- Effectively communicate with families to understand what and how AI is being used.
- Ensure equity of access to AI tools, avoiding reliance on paid services that are not accessible to all students.
- Implement systems for monitoring and evaluating AI use (safe, ethical & productive), ensuring continuous improvement and responsiveness to new developments.
- Utilizing feedback from all stakeholders to support AI-related decision making.
- Provide professional development to ensure staff are equipped to support AI literacy and use in an ethical and productive manner.
- Support departments and staff in understanding how effective AI use may vary across different curricular areas.
- Develop piloting opportunities for AI tools at the school, department,
- PLC, and teacher levels.
- Create an environment where concerns about AI misuse can be safely communicated.
- Ensure all student-facing AI tools meet all student data privacy requirements.

Families Will:
- Support the safe, ethical, and productive use of AI by engaging with schools and understanding AI's role in education.
- Communicate concerns about AI use to the appropriate school staff (teacher, counselor, administrator).
- Support equitable access to AI tools for all students.