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
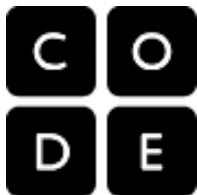- Letter to Parents and Guardians
- An AI in Education Presentation

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.

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!