

2365 Use of Artificial Intelligence Systems and Tools

In recognition of the rapidly evolving landscape of technology and its profound impact on the educational environment, the Rumson School District (“District”) acknowledges the need to integrate and regulate the use of publicly available applications driven by generative Artificial Intelligence systems and tools, that mimic human intelligence to generate answers, work product or perform certain tasks (“AI”), within our educational system. The introduction of AI offers unprecedented opportunities for enhancing teaching methods, expanding learning resources, and fostering innovative educational experiences. However, AI also presents unique risks, challenges, and responsibilities, particularly in terms of ethical use, data privacy and security, and the accuracy and integrity of academic work.

This Policy applies to all students, teachers and professional staff and governs all use of AI technology in any setting or context in the District. This Policy serves to responsibly harness the potential of these AI technologies but also safeguards the interests and well-being of our students, teachers, and professional staff. Through this Policy, the District endeavors to (i) prepare our students, teachers, and professional staff for the evolution of AI and (ii) equip them with the knowledge and skills to use these systems and tools wisely and ethically. The District will continue to support our teachers in incorporating AI into their teaching practices in ways that enrich the learning experience while upholding the District’s educational standards and values.

This Policy is based on the core principles and recommendations listed below and published by the *U.S. Department of Education* and the *Blueprint for an AI Bill of Rights* published by the *White House* (available for review at the hyperlinks provided in the “Resources” section of this Policy):

1. AI is not a substitute for human judgment. Humans must be in the loop.
2. AI systems and tools must align with the District’s collective vision for high-quality learning.
3. AI systems and tools must be inspectable, and explainable, and provide human alternatives to AI-based suggestions and where appropriate, require professional or human judgment.
4. Safeguards are essential to the use of AI systems and tools to minimize bias, promote fairness, and avoid additional burden for students and teachers.
5. The use of AI systems and tools by students, teachers and professional staff must work well in educational practice, given variability in students, teachers, and settings.
6. The use of AI systems and tools must be safe and effective for students. AI systems and tools must protect data privacy, aim to prevent against discrimination, and provide recourse to human users when problems arise.
7. For the purposes of identifying plagiarism, the Rumson School District defines plagiarism as the presentation of work or ideas from another source as your own by incorporating your work without full acknowledgement as outlined in this policy.

Student Use Guidelines:

- A. When Students Can Use AI Tools
 - a. Certain assignments may permit the use of AI systems and tools.
 - b. When AI use is permissible, it will be clearly stated in the assignment and specified by the teacher.
 - c. Otherwise, the default rule is that the use of AI is not permitted.
- B. What Students Must Think About When Allowed to Use AI Tools
 - a. Students should be mindful that AI is prone to false answers/information or outdated information. Accordingly, AI can generate erroneous, misleading, and/or biased information.
 - b. Students should treat every bit of information provided to an AI tool as if it will go viral on the Internet, attributed to the student, regardless of the settings selected within the AI tool (or the assurances made by its creators). Students should not upload or input any personal, confidential, proprietary, or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, social security numbers, credit card or bank account numbers.
 - c. Students' use of AI will be subjected to scrutiny by AI detection tools to identify content generated by AI. Should such content be detected, the teacher may require the student to complete an oral examination or revise the assignment to remove the content generated by AI.
- C. What Students Must Do When Allowed to Use AI Tools
 - a. Unless instructed otherwise, assignments must be completed on a Google Doc, as assigned by the teacher and within a district user account, with the complete version history available to the teacher. Otherwise, evidence of revisions and iterations of completed will be requested for credit of the assignment to be considered.
 - b. When students are allowed to consult AI students must write in their own words on assignments. Copying content from AI and presenting it as the student's own work is strictly prohibited.
 - c. It is each student's responsibility to assess the validity and applicability of any AI output that is submitted with an assignment. Students may not earn full credit if inaccurate or invalid information is used. Thus, students must always verify the information provided by AI using reliable sources such as textbooks, scientific papers, and reputable educational websites.
 - d. AI use must be appropriately acknowledged and cited. In cases where a student incorporates words, thoughts, claims, and/or data not created by the student

themselves into assignments, it is mandatory to cite reliable sources of information such as textbooks, scientific papers, and reputable educational websites. Citing any AI source as a primary source of information is not permitted.

- e. Students must verify that any response from an AI tool that they intend to rely on or use is not biased and not a violation of any other individual or entity's property or privacy rights, and consistent with the District's academic policies.

D. What Happens When Students Misuse AI Tools

- a. Deviations from these guidelines or violations of this Policy will be considered violations of the District's procedures, policies, and regulations.
- b. Offenses or violations of this Policy will be addressed by the teacher and professional staff. As appropriate and on a case by case basis, based on the nature of the offense or violation, the Administration will be consulted and the District's Honor Code (handbook), Policy 5701 Plagiarism, and the applicable school's Code of Conduct (Policy 5560) will be applied.

Staff Use Guidelines:

A. When Faculty/Staff Can Use AI Tools

- a. Teachers and professional staff may consult AI for ideas and to enhance the educational experience, such as supplementing lesson plans, providing differentiated instruction, and aiding in curriculum/instructional development.
- b. Teachers and professional staff may consult AI detection tools for the purposes of screening student work.

B. What Faculty/Staff Must Think About When Allowed to Use AI Tools

- a. AI tools are prone to false answers or information, biased information, or information that is outdated. Therefore responses and content must always be carefully verified before used for District or educational purposes.
- b. Teachers and professional staff must ensure that their use of any AI tool (i) complies with applicable laws such as those governing data and student privacy and District policies, including, without limitation, those regarding student information and (ii) does not violate any other individual or entity's intellectual property or privacy rights.
- c. Teachers and professional staff should treat every bit of information they provide to an AI tool as if it will go viral on the Internet, attributed to them or the District, regardless of the settings selected within the AI tool (or the assurances made by its creators). Teachers and professional staff should not upload or input any confidential, proprietary, or sensitive information, including any such District information into any AI tool. Examples include passwords, personal information such as names, likeness, social security numbers, credit

card or bank account numbers and other credentials, personnel material, information from non-public District documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public District information that might be harmful to the District if disclosed.

C. What Faculty/Staff Must Do When Allowed to Use AI Tools

- a. Copying content from AI and presenting it as one's own work is strictly prohibited. Teachers and professional staff must write in their own words and inform their supervisor when they have used AI to help perform a task or complete a deliverable.
- b. In cases where a teacher or member of the professional staff incorporates words, thoughts, claims, and/or data they did not create themselves into a District deliverable, it is mandatory to cite reliable sources for the information such as textbooks, scientific papers, and reputable educational resources. Citing any AI source as a primary source of information is not permitted.
- c. Teachers and professional staff should not integrate any AI tool with District software without first receiving specific written permission from their supervisor.

D. What Happens When Faculty/Staff Misuse AI Tools

- a. Violating this Policy may result in disciplinary action, as permitted by law. Concerns that someone has violated this Policy should be reported to the appropriate supervisor.

E. How Faculty/Staff Should Support Student Use of AI

- a. Teachers and professional staff should carefully evaluate the appropriateness of AI for educational purposes on a case by case basis, considering their appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.
- b. Teachers and professional staff should guide students in using AI responsibly, emphasizing the importance of academic integrity and the risks of (i) plagiarism and (ii) over-reliance on AI for academic work.
- c. Teachers and professional staff must supervise students' use of AI to ensure it is being used appropriately and constructively in the learning process.
- d. Teachers who suspect plagiarism or use of AI that violates District Policy 5701 – Plagiarism, District Honor Code (handbook) or Code of Conduct (Policy 5560) will follow the Code of Conduct.

Resources

[UNESCO: AI and Education: Guidance for Policy Makers](#)

[US Department of Educational Technology](#)

[Policy Guidance in Secondary Schools](#)

[Blueprint for an AI Bill of Rights](#)