

MCPASD Guide to Responsible AI Implementation

‘Sustaining Innovation for Student-Centered Learning’

Overview

As Artificial Intelligence (hereby listed as AI) evolves and becomes more commonly used in academic settings, it is important for District staff and students to thoughtfully and carefully consider how and when it can be used. It is necessary to educate district students and staff on how to ethically, safely, and productively utilize this tool while valuing honesty, privacy, and confidentiality.

Purpose

The purpose of this guidance is to establish clear guidelines and best practices for the use of AI in the MCPASD. These tools have the potential to enhance and equalize educational experiences and outcomes. Still, the use must be carefully managed to promote AI literacy, ensure equitable access, maintain data privacy and security, and uphold academic integrity.

MCPASD Vision for AI

To create a future where AI serves as an intelligent and personalized learning companion for every student, empowering educators with innovative tools and streamlining administrative processes to optimize resources and enhance the overall learning experience.

Guiding Principles

- **Student-Centered Learning:** AI will be used to tailor instruction to individual student needs and learning styles, maximizing engagement and achievement.
- **Equity:** Efforts focus on making AI in education work for everyone. Creating accessible tools, addressing diverse learning needs, and building inclusive systems that lead to fair outcomes for all students.
- **Teacher Empowerment:** AI will augment teachers' capabilities, providing real-time insights, automating tasks, and freeing up time for personalized student support.
- **Ethical and Responsible Use:** AI will be implemented with transparency, fairness, and respect for privacy, ensuring that it benefits all students equitably.
- **Safety and Security:** Implementing AI systems that prioritize the safety, security, and privacy of all students, staff, and community members. This includes the protection of personal data using cybersecurity safeguards across the district.
- **Continuous Innovation:** The district will foster a culture of experimentation and learning, embracing emerging AI technologies to drive educational advancements.
- **Data Privacy:** AI technologies used in education must adhere to local, state, and federal policies and laws to ensure the security and privacy of student and employee data.

District AI Policy

7540.08 - ARTIFICIAL INTELLIGENCE (AI)

The District recognizes the positive impact that artificial intelligence (AI) technology may have in the District's educational program and operations. The District Administrator is authorized to support the use of Artificial Intelligence technology when its use is consistent with the District's mission, goals, and operational integrity which includes the protection of student privacy and personally identifying information.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to the following: Policy 2416 - Student Privacy and Parental Access to Information; Policy 5505 – Academic Honesty; Policy 5500 – Student Code of Classroom Conduct; Policy 5500.01 – Conduct in Virtual Classroom; Policy 5517 – Student Anti-Harassment; Policy 5517.01 – Bullying;

Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 8330 – Student Records; Policy 2240 – Controversial Issues in the Classroom; Policy 7540.03 – Student Technology Acceptable Use and Safety; and Policy 7540.04 – Staff Technology Acceptable Use and Safety.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement.

AI in Educational Programming

What is AI?

Artificial Intelligence (AI) - the theory and development of computer systems able to perform tasks that normally require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.

Generative Artificial Intelligence - Generative AI tools use artificial intelligence to generate new content like text, images, audio, video, and code based on the input or prompts provided by the user. When given a prompt, the AI model predicts the next word, pixel or other output based on its training data and the context, resulting in original output each time. (Adapted from https://go.ncdpi.gov/AI_Guidelines)

Benefits of AI in Education:

Generative AI integration cultivates vital 21st-century competencies that better prepare students for future success in an AI-driven workplace and society. These tools promote critical thinking, problem-solving, creativity, communication, collaboration, and technological literacy. They achieve this by making learning more engaging, accessible, and efficient.

- **Personalized learning:** AI can tailor experiences to individual student needs and learning styles, fostering deeper understanding and engagement.
- **Teacher efficiency:** By automating certain creation tasks like generating practice problems or creating feedback rubrics. AI frees up valuable teacher time for more one-on-one interaction and personalized instruction.
- **Deeper research:** Generative AI can synthesize vast amounts of information, allowing students to explore topics in more depth and develop stronger research skills.
- **Enhanced creativity:** AI can provide thought-starters and inspiration, sparking new ideas and igniting the creative process.
- **Inclusive learning:** Generative AI can support students with diverse abilities and learning differences by offering various learning pathways and materials.
- **Project-based learning:** AI tools can facilitate project-based and interdisciplinary learning, encouraging collaboration and critical thinking.

Considerations of AI in Education: Alongside the many benefits of using AI, it's important to think about various factors for responsible implementation. These considerations cover a wide range of important aspects, including ethical and social considerations, as well as technical and regulatory requirements.

- **Equity of access:** Not all students have equal access to technology or the internet at home. Schools must ensure equitable access to AI tools within the school environment. Additionally, AI must not be implemented in a way that denies students with disabilities equal access to educational opportunities.
- **Data privacy:** The data used to train AI models can perpetuate biases or lead to student privacy concerns. Schools need to be transparent about data collection practices, obtain informed consent, and prioritize robust data security measures. COPPA, CIPA, and FERPA compliance should be followed when using any digital resource.

- **FERPA** - AI systems must protect the privacy of student education records and comply with parental consent requirements.
- **COPPA** - AI chatbots, personalized learning platforms, and other technologies collecting data on children under 13 must adhere to COPPA.
- **CIPA** - Schools must ensure AI content filters align with CIPA protections against harmful content.
- **Ethical implications:** Schools should regularly review and evaluate the ethical implications that are involved in using Generative AI Tools, considering factors such as bias, fairness, and inclusivity. AI algorithms can reflect or amplify biases in our society. Educators must be aware of these potential biases and curate AI tools that promote fairness and inclusivity. Additionally, discussions about the ethical implications of AI should be integrated into the curriculum to foster critical thinking and responsible AI usage.
- **Acceptable Use, Transparency, and Accountability:** Educators should be transparent with students about the use of Generative AI Tools, explaining how they work and the roles they play in the learning process. Teachers should also be explicit about when and if students can use AI.
 - **Using AI Responsibly-** Teachers should monitor students' use of Generative AI Tools to ensure that they are not misusing them or relying too heavily on generated content without engaging in critical thinking and learning.
 - **Defining Original Work with AI**

Academic Dishonesty & Acceptable Use

One of the main concerns about the use of AI is that students could use an AI tool to complete an assignment. This would be a form of academic dishonesty and misconduct and could result in disciplinary action.

AI use should comply with the spirit of the MCPASD Academic Integrity, Acceptable Use, and Code of Conduct Policies, which include:

[Academic Integrity Policy](#) - Academic misconduct can happen when a student:

- Commits plagiarism. Plagiarism is taking credit, whether deliberate or not, for another person's or source's (print or non-print) ideas or words, works, or processes without proper citation or credit.
- Submits falsified or invented work/information instead of actually doing the work, research, or task themselves.
- Uses unauthorized tools or materials in any academic work.

[Acceptable Use Policy](#) - Staff

[Acceptable Use Policy](#) - Students

- Keep private information (passwords, names, etc.) safe and protected. Only share information with trusted adults.
- Give credit to those who created online content when using it for your purposes.

[Code of Conduct](#), which outlines the potential consequences for academic dishonesty or inappropriate use of technology.

Citation Policy

The use of AI is acceptable in the course of work in the District. Users are expected to follow citation conventions when using these tools.

ChatGPT Example Citation:

OpenAI. (Year). *ChatGPT* ([Date] Version) [Large language model].

<https://chat.openai.com/chat>

Privacy Policy

The MCPASD is committed to ensuring the privacy and security of all individuals within our educational community. As part of our dedication to maintaining the highest standard of ethical conduct and protecting sensitive information, the following information should be followed in addition to adhering to all Board Policies and Procedures around data privacy.

Staff must protect student data by not entering Personally Identifiable Information (PII) into AI tools. This includes but is not limited to last names, addresses, phone numbers, family names, email addresses, and photographs. Academic scores and rankings associated with specific students shall not be entered into any AI tools.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Virtual Meeting Privacy Policy

The use of virtual meeting AI tools has become more prevalent in recent years. For example, some AI tools can be used to record, take notes on, synthesize, or summarize the content in meetings, which could enable a person to get content from a meeting they are unavailable to attend. Some virtual meeting tools like Zoom have some AI options like this. Staff may not use AI tools to record these conversations unless previously discussed in cases where all parties agree to or benefit from recording.

AI tools shall not be set to automatically join a meeting in lieu of an individual's attendance or for personal recording purposes.

Staff Responsibilities and Guidelines

In order to maximize the potential benefits of AI and avoid the predictable pitfalls, staff are expected to:

- Proactively teach students about AI tools, their potential benefits, and their limitations.
- Proactively teach students about plagiarism, expectations around academic honesty, and potential disciplinary actions for violations of the Code of Conduct or other policies.
- Proactively teach students about the importance of safety and maintaining privacy when using AI. This quote from the article above explains some of the unique risks posed by AI; "When students or educators interact with generative AI tools, their conversations and personal information might be stored and analyzed, posing a risk to their privacy. With public AI systems, educators should refrain from inputting or exposing sensitive details about themselves, their colleagues, or their students, including but not limited to private communications, personally identifiable information, health records, academic performance, emotional well-being, and financial information."

Student Responsibilities and Guidelines

In order to maximize the potential benefits of AI and avoid the predictable pitfalls, students are expected to:

- Only use digital platforms, including AI, that have been approved by teachers or the District.
- Use their MCPASD accounts, not any personal accounts, to sign up for technology tools or services that are approved for student use.
- Follow all guidelines, such as the Code of Conduct and the policies below.
- Cite the use of AI tools as outlined in classroom/staff expectations.
- Complete their own work and assignments independently, reflecting on their learning in the course of study, using AI only when teachers allow it.
- Use caution when using AI, including maintaining privacy for yourself and others by not revealing any personal information about yourself, other students, or staff.

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 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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Other district information:

Many technology companies and tools utilize AI elements in their platforms. It is important to consider this when uploading information to any tech-based tool.

How AI is used in various situations is nuanced. This could include many different work, teaching, and learning situations. It is important to consider this nuance and be flexible regarding what may be acceptable in one situation but not another.

The blocked or unblocked status of a given AI tool or website does not indicate administrative approval. AI tools will not be blocked from district access unless deemed inappropriate overall. Requests to block an AI resource can come from the District or School Administration.

For the safety of all involved, use of AI tools that collect private data is prohibited unless an agreement exists between the platform and the District. Similarly, staff may not submit student

work to an AI (or any software provider) unless the district has an established privacy agreement with the provider. (Current agreement exists w/Turnitin.com for example).

District staff may not share non-directory student information with AI platforms. This includes the copying and pasting of student work into an AI platform that contains identifying information.

AI can be extremely fast, but errors are common. Staff is responsible for verifying the accuracy of AI-generated content before distributing it to various audiences.

Staff should acknowledge, attribute, or cite AI when it is used to create original material, as would be expected for any other source.

Staff should use their MCPASD accounts - not personal accounts - to sign up for technology tools or services that comply with our Acceptable Use Policy if they are going to be used for work purposes.

Works Cited:

Cumberland County Schools, VA