
Acceptable Use of Generative Artificial Intelligence (AI) Plan

Somerset County Vocational and
Technical Schools

Board of Education
Approved: February 24, 2025

Spring 2025

The Board of Education has adopted Policy Guide 2365 – Acceptable Use of Generative Artificial Intelligence (AI) which requires the development of this Acceptable Use of Generative Artificial Intelligence Plan (AI Plan). This AI Plan supplements Policy Guide 2365 as it provides the details of the general provisions included in Policy Guide 2365 and adopted by the Board.

Provision 1

- 1. List the schools, departments, and/or grade level(s) in the district where a staff member is authorized to permit student use of AI in assignments.**

Somerset County Vocational and Technical Schools

Grades 9 to 12

All Departments

Provision 2

- 2. Provide an explanation on when, how, and to what extent a staff member may permit a student to use AI in assignments.**

Staff members will have the individual ability to determine if students are allowed to use Artificial Intelligence in their assignments. This policy should be clearly communicated to the students at the beginning of the school year and at the start of each assignment along with the consequences for using AI incorrectly.

Provision 3

3. **Provide the procedure that requires each staff member authorized to permit students to use AI in assignments to inform the students at the time of the assignment the conditions in which AI may be used.**

The following procedures should be used when allowing students to use Artificial Intelligence on an assignment:

1. The staff member should clearly state verbally and, if possible, in writing how AI is to be used on the assignment.
2. The staff member should clearly state verbally and, if possible, in writing how AI should not be used on the assignment.
3. The staff member should provide the students with suggested AI tools that they can use.
4. The staff member should review how they want students to document the use of AI on the assignment.
5. The staff member should review the consequences of the improper use of AI.

Provision 4

4. **Provide the procedure for the Superintendent or designee and the AI Coordinator(s) to approve and review the use of AI tools and a process to ensure strategies will be implemented to address any issues regarding student use of AI in assignments. This shall include, but not be limited to, areas such as academic integrity, bias, inaccuracy/misinformation, copyright/licensing unknowns, privacy violations, and equity of access.**

Somerset County Vocational and Technical Schools uses a filtering system to try to keep students and staff from having access to tools and websites that are inappropriate. If a staff member wants access to an AI tool that is not currently available they need to use the following procedures:

1. Enter a request on the Technology Request Form requesting access to the AI tool along with an explanation of why it is needed.
2. The request will be reviewed by the Technology Department and the Superintendent and/or designee.
3. The Superintendent and/or designee will review the tool to see if it is appropriate for use in the high school setting.
4. If the tool is viewed as valid then it will be made available. If not then the staff member will be informed that the request has been denied.

The use of Artificial Intelligence will also be governed by existing District Policies and Regulations such as the following:

2360 - USE OF TECHNOLOGY

2361- ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES

5701 - ACADEMIC INTEGRITY

7523 - SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

Provision 5

- 5. Provide the procedure to inform parents and receive parental consent in the beginning of each school year for the student to be permitted to use AI for assignments in accordance with Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) and this AI Plan.**

Parents are required to sign off on the school's Acceptable Use of Technology Agreement at the start of the school year which also references District Policy 7523.

Provision 6

- 6. Provide a list of prohibited uses of AI that violate Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) or the district’s Code of Student Conduct, which may include any use of AI which does not align with the conditions set when the assignment was provided to the student; using AI to complete an assignment in a way that falsely represents the assignment as the student’s own; using AI to purposefully create misinformation or to misrepresent others with the intent of harming, bullying, or intimidating an individual(s); using AI with confidential student or staff personal information; and other prohibited behaviors and/or conduct listed in Policy and Regulation 2361 – Acceptable Use of Computer Networks/ Computers and Resources.**

Prohibited use of AI will be governed by existing District Policy, including but not limited to the following:

2360 - USE OF TECHNOLOGY

2361- ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES

5512 - HARASSMENT, INTIMIDATION, OR BULLYING

5600 - STUDENT DISCIPLINE/CODE OF CONDUCT

5701 - ACADEMIC INTEGRITY

7523 - SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

Provision 7

- 7. List the consequences if a student violates any provision of Policy 2365 - Acceptable Use of Generative Artificial Intelligence (AI) or this AI Plan which may include, but not be limited to, the consequences listed in Policy and Regulation 2361 – Acceptable Use of Computer Networks/Computers and Resources.**

The inappropriate use of AI will be governed by existing District Policy, including but not limited to the following:

2360 - USE OF TECHNOLOGY

2361- ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES

5512 - HARASSMENT, INTIMIDATION, OR BULLYING

5600 - STUDENT DISCIPLINE/CODE OF CONDUCT

5701 - ACADEMIC INTEGRITY

7523 - SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

Provision 8

- 8. Provide the procedure where the AI Coordinator(s), supervisors, administrative staff members, and other staff members review the procedures used in determining the activities where AI may be permitted to be used by students to ensure staff members are implementing AI procedures in accordance with Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) and this AI Plan.**

The appropriate use of AI will be discussed during Faculty Meetings, Professional Development Days, and Department Meetings.

Provision 9

- 9. List the approved AI platforms that may be used by students in assignments.**

Staff members may use AI platforms that are not blocked by the district.

Provision 10

- 10. Provide the procedure to be used by a staff member to address suspected plagiarism or academic dishonesty using AI in a student's assignment in accordance with the provisions of Policy 5701.**

The following procedure should serve as guidelines for a staff member who suspects a student of plagiarism or academic dishonesty:

1. Gather evidence as to why you suspect the improper use of AI.
2. Discuss with the student why they are suspected of academic dishonesty and present the evidence that has been gathered.
3. Give the student an opportunity to respond to the allegation.
4. If the student is still suspected of academic dishonesty, then a phone call should be made to a parent/guardian and an appropriate consequence should be issued according to the Student Code of Conduct.

Provision 11

- 11. Provide the procedure to ensure a student accused of any alleged violation of the provisions of Policy 2365 – Acceptable Use of Generative Artificial Intelligence (AI) or this AI Plan is provided appropriate due process before making a final determination on the student’s conduct in accordance with the provisions of Policy and Regulation 5600 – Student Discipline/Code of Conduct.**

Students who deny any wrongdoing may appeal the decision of the teacher by requesting a meeting with their parents and a supervisor.

Provision 12

- 12. Provide the method(s) or format(s) to be used by students on how to cite or document content generated from any AI platform that is used in an assignment.**

Students will be informed by the staff member on the proper way to cite or document content generated from any AI platform. This may include using formatting styles such as MLA, APA, Chicago, or other appropriate formats.