



# Generative Artificial Intelligence (GenAI) Guidelines

## DAVIDSON COUNTY SCHOOLS

Updated Aug 22, 2024

***As AI technology and its governing laws evolve quickly, this document will be updated as needed to reflect changes in this dynamic environment.***

### PURPOSE

The purpose of this document is to provide guidance to school administrators, teachers, students, staff, families and community members about the use of Artificial Intelligence, specifically Generative Artificial Intelligence (GenAI). A variety of GenAI tools are available to the public and there are many implications for learning, teaching, and growing in this field to best prepare our students for the future.

Though there are many potential benefits of using GenAI tools, there are considerations to be made regarding data privacy laws, plagiarism, and academic integrity to ensure that our students are safe and responsible users of this technology. Respect and integrity should be prioritized in educational technology use, guiding users to engage with AI solely for educational purposes while fostering a responsible and ethical online environment. Please continue reading for more information regarding these tools and expectations for DCS staff and students. This document will be updated regularly as we learn more about the capabilities of GenAI in schools.

### 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 creation of innovative and customized materials, fostering creativity, and enhancing learning.

### DATA PRIVACY & 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 - including, but not limited to name, grade level, addresses, and ID numbers.** 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. Related laws and regulations: FERPA, COPPA, CIPA, IDEA, Section 504

The use of Generative AI to create deep fake images, audio, or video is strictly prohibited for all students, faculty, and staff. This includes, but is not limited to, the creation of synthetic media that falsely depicts real individuals in fabricated scenarios, manipulated speeches, or counterfeit visual

content. Any engagement in creating, distributing, or promoting deep fakes or AI-generated explicit content will result in disciplinary action, potentially including expulsion or termination, and may also be subject to legal consequences.

**TERMS OF SERVICE**

It is essential to be mindful and informed about the terms of service of any website before permitting students to utilize it. Understanding the rules, permissions, and guidelines specified in the terms of service is crucial to ensure the safety and well-being of both your students and yourself. By familiarizing yourself with these terms, you can make educated decisions about whether the platform is suitable for classroom use, protect student privacy and data, and steer clear of any potential legal issues. Being knowledgeable about the terms of service enables you to guide your students on responsible and ethical online conduct, fostering a secure and constructive digital learning environment.

**ACADEMIC INTEGRITY**

**STAFF EXPECTATIONS AND RELATED POLICY**

It is the responsibility of DCS staff to understand, monitor, model appropriate, and ethical use, and provide guidance to students on Generative AI technologies to support teaching and learning. As outlined in Board policy 7.6.2 staff will be AI literate and participate in ongoing AI literacy training to support responsible integration into classroom instruction.

**STUDENT EXPECTATIONS AND RELATED POLICY**

Students will adhere to the parameters set by teachers on the acceptable level of Generative AI use on assignments. Failure to adhere to assignment expectations will be in violation of Board policy 6.11.1 which states that utilizing Generative AI and representing it as your own work is considered plagiarism.

**USE OF GENERATIVE AI TOOLS**

- 1. Students and teachers must adhere to the age restrictions outlined in Terms of Service for any digital tool including Generative AI tools.
- 2. Students must always start by asking the teacher for permission to use GenAI for assigned work.
- 3. Once obtaining permission, students should document their usage of the GenAI and specify which information was contributed by AI and which was the student’s original work.
- 4. Cite the tool used when the work is submitted.
  - a. [MLA Style - Generative AI](#)
  - b. [APA Style - ChatGPT](#)
  - c. [Chicago Style - Generative AI](#)

**Examples:**

Appropriate Use of GenAI	Inappropriate Use of GenAI
<p><b>Research Assistance:</b> Use AI to help brainstorm topics, questions, and collect information</p> <p><b>Personalized Learning:</b> Use AI as a tutor for individualized support with specific topics</p> <p><b>Feedback:</b> Submit your work (without personally</p>	<p><b>Bullying and Harassment:</b> Using AI to manipulate media to bully, harass, or conduct any other form of intimidation is strictly prohibited.</p> <p><b>Plagiarizing</b> Using AI to rephrase content</p>

<p>identifiable information) for feedback, grammar checks, etc.</p> <p><b>Creative Projects:</b> Create original music, images, and text using AI to represent your learning</p> <p><b>Accessibility:</b> Students may use tools such as text-to-speech, translation, vision capabilities, etc.</p>	<p>instead of using your own words</p> <p><b>Not asking permission</b> Teachers must give permission for AI tools to be used on assignments</p> <p><b>Submitting work entirely generated by AI</b> If your voice is not a part of the work and AI did all of the “thinking”</p> <p><b>Misinformation</b> Not fact-checking the information provided by AI (these tools are not always accurate)</p>
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**Revisions:**

April 12, 2024 - Creation

May 1, 2024 - Technical Corrections

June 5, 2024 - Technical Corrections

August 20, 2024 - Academic Integrity Section Added

August 22, 2024 - Deep Fake added to Data Privacy & Security