CARVER PUBLIC SCHOOLS

AI GUIDELINES

Purpose of CPS AI Responsible Use Policy

Artificial Intelligence (AI) is when computers act like humans by being programmed to think and learn. AI tools can be a powerful way to enhance learning, but they must be used responsibly.
The main goal of the AI Responsible Use Policy is to set clear rules for how we use AI tools in Carver Public Schools.

We must use AI in a way that always protects us in these three ways:

- 🛡️ **Privacy**: Keeping everyone's private information safe.
- 😊 **Student Well-being**: Supporting students' health and happiness.
- 📚 **Academic Integrity**: Making sure all schoolwork is fairly completed and truthful.

We need these rules because using AI, especially for younger students, can sometimes lead to misuse, exposure to inappropriate content, or getting wrong information. This policy makes sure we use AI in a helpful, honest, and ethical way.

🛑 Important Risks To Consider When Using AI

Protect Privacy: Never input personal, confidential, or identifiable information about students or staff, as we lose control over data once it enters these systems. Students should never be asked to use AI tools that have not been approved by the IT Dept for FERPA, COPPA, and district DPA compliance.
Verify Accuracy: Always verify the AI's output, as systems can generate false content and make up facts.
Watch for Bias: Be aware that AI can show gender, racial, and other biases, and do not use content that manipulates media or shows unfair bias.

📝 When and How to Use GenAI (For Students)

Use Generative AI (GenAI) responsibly by following these three main rules:

- **Permission is Required**: You must get explicit permission from your teacher before using GenAI for any assignment. Know exactly what the teacher allows you to use the tool for.
- **Cite Your Use**: You are responsible for citing your use of the AI tool according to your teacher's instructions, making it clear what part of the work is yours and what the AI helped with.
- **Verify and Protect**: You are responsible for verifying all facts and information the AI provides, as it can be wrong. Also, never enter any private or personal information into a public AI tool.

🍎 The Role of AI for Teachers & Teaching

While AI can be a great help, it must never replace the essential human connection between teachers and students.

- **Human Connection First**: AI must not replace the personalized support and empathetic interaction between teachers and students. AI is meant to assist and augment teaching, not substitute for the essential human elements of mentoring and instruction.
- **Professional Judgment is Key**: Educators must always use their professional judgment. Relying solely on AI to create instructional material or make educational decisions is unacceptable. Teachers remain the experts and are ultimately responsible for all materials that utilize these tools.

Student Responsibilities and Rules

✅ What Students Should Do

- **Follow Permission:** Only use AI tools and features that your teacher or a school official has explicitly permitted for the assignment. If you are unsure, ask a staff member for clarification first.
- **Cite All Use:** Always cite AI use clearly according to your teacher's instructions. Submitting AI-generated work as entirely your own original thought is prohibited.
- **Verify Information**: Use AI to enhance your learning, but you are responsible for checking all AI output against credible, valid sources.
- **Act Ethically**: Use AI ethically by respecting copyright, privacy norms, and the intellectual property rights of others.
- **Report Issues**: Immediately report any suspected security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to school authorities.
- **Seek Guidance**: Seek guidance from teachers regarding the risks and potential consequences of sharing data with AI tools.

🚫 What Students Should Not Do

- **Do Not Cheat:** Do not use AI to plagiarize, cheat, or engage in dishonest academic work in any form.
- **Do Not Share Personal Data:** Do not share sensitive or personal data about yourself or others without proper permission and supervision.
- **Do Not Cause Harm:** Do not use AI to access, share, or create harmful or inappropriate content, or to engage in abusive, harmful, or disrespectful conduct.

⚠️ Accountability

You are fully responsible for any work submitted under your login credentials or from your school device, regardless of whether it was created by you or by AI.

Consequences of Misuse:

Students who violate this policy may face disciplinary measures, which may include: restriction of technology access, loss of credit on an assignment, suspension, or other actions as deemed appropriate by the school administration, including notifying law enforcement.