VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY FOUR

ARTIFICIAL INTELLIGENCE **Policy 6170**

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The use of artificial intelligence (AI) has permeated aspects of everyday life, including school district operations, such as email spam filters, navigation apps, search engines, speech recorders, spelling and grammar checkers, and word processing auto-complete suggestions, often embedded into commonly used software. Generative artificial intelligence is a type of AI technology that can quickly generate large amounts of high-quality, convincingly authentic, human-like content, such as language, computer code, data analysis, images, video, and audio, in response to a prompt, based on data that it was trained on.

The widespread availability and use of generative artificial intelligence (GenAI) presents both challenges and opportunities for the district. Care must be taken to address and mitigate the challenges, and maximize the opportunities, to improve student learning and district operations.

This policy applies to all School District students, staff, volunteers and contractors. It integrates with, and complements, existing policies on data privacy, acceptable use, and student conduct. This policy aims to provide clear guidelines on the use of GenAI within the School District's schools, ensuring that its application supports the School District's educational goals and adheres to its privacy and security standards.

Acknowledgements

The School District acknowledges that many students are able to access GenAI outside of school, and may be able to use GenAI to complete school assignments under the direction of instructional staff. However, not all students are able or willing to do so, and should not be penalized for not using GenAI.

The School district further acknowledges that the tools to detect the use of GenAI accurately, consistently and fairly may not be available, may quickly become obsolete, or may be biased against English Language Learners.

The School District also acknowledges that the data used to train GenAI models is not usually made public, may be biased, and may violate copyright laws. The responses generated by GenAI may be biased, wrong, or violate copyright laws.

Guidelines

All School District policies and regulations apply when using GenAI, and GenAI may not be used to violate or circumvent district policies and regulations. The School District's existing policies on acceptable use of computers (6165 and 6167) and student conduct, including academic honesty (5131) apply to student use of GenAI. Additionally, the following guidelines are in place:

1. The Board of Education supports including the principles of responsible and effective use of GenAI as it relates to the curriculum as well as life outside of or beyond school.
2. Students are responsible for their own work, and any errors it may contain, and must cite the sources they use as required by the classroom teacher.
3. The Board of Education respects the professional capacity of the instructional staff to assign work that is less susceptible to student use of GenAI to circumvent learning, and allow for multiple methods for students to demonstrate competence and understanding.

4.   Instructional staff must be clear about their expectations for student use of GenAI in assignments. Staff who suspect a student has not done an assignment on their own can request that the student demonstrate their knowledge of the material in other ways, to the same extent they already do.

Any use of GenAI in schools, on school networks/computers, or for school purposes must be compliant with Education Law 2-d and its regulations, particularly whenever student and staff Personally Identifiable Information is disclosed, including third-party agreements where applicable. Staff must consult with the School District's Director of Technology or designee to determine compliance with Education Law 2-d. Staff must also be mindful that some GenAI tools are free and others are not, that some GenAI tools are not permitted to be used by those under certain ages, or require parent/guardian permission, and that some students and/or parents/guardians may not wish to use GenAI tools or input their work into them.

Staff may utilize GenAI tools, with approval from their supervisor, consistent with this policy and the School District's Acceptable Use of Computers policy(ies), to complement and/or improve teaching or work output, while they remain responsible for all work they produce, and must always review any work generated by GenAI.

Requirements

Because any information used as input in GenAI may be used by that system and potentially made available to other users of the system, School District users must not input any sensitive, copyrighted, proprietary, or confidential School District information, consistent with applicable state and federal laws and School District policies, including but not limited to the following:

1.   Student information: anything that would be protected by FERPA (see policy 5130) or Education Law 2-d (see policy 6168).
2.   Staff information: anything that would be protected by Education Law 2-d <u>or Labor Law 203-d </u>(see policy 6168), or other confidential personnel information.
3.   School district information: anything that would be withheld from a Freedom of Information Law (FOIL) request (see policy 3450), or private information under State Technology Law §208 which would require notification in the event of a breach.

Additionally, users of GenAI must exercise caution before inputting any work created by School District students or staff. When using GenAI for school purposes, users must avoid violating copyright protections, in consultation with legal counsel where appropriate.

Training, Awareness, and Support

The School District will provide training, awareness, and support to teachers in navigating the evolving use of GenAI in the classroom. This may include professional learning opportunities, workshops, and resources to enhance teachers' proficiency and confidence in using GenAI to enrich student learning. The goal is to equip teachers with the knowledge to critically assess GenAI technologies and guide students in understanding the complexities associated with these tools. Additionally, the School District may extend training, awareness, and support regarding GenAI to other District staff who may benefit from understanding and utilizing GenAI in their roles.

While GenAI tools may be used to enhance analysis and decision-making by School District staff and/or contractors, GenAI may never be used as a substitute for human judgment; a human must always review the recommendations and make the final decision. Where GenAI is used to aid in decision- making by School District staff or contractors, users must document the use of GenAI.

Cross-ref: 0115, Student Harassment and Bullying Prevention and Intervention 3450 Retention of District Owned Records
6166 , Computer Network & Internet Acceptable Use
 Use in Instruction
6167 Internet Safety
5131 Code of Conduct
5130, Access to Student Records
6165, Computer Resources and Data Management
6168, Information Security, Breach and Notification

Ref: Family Educational Rights and Privacy Act, as amended, 20 USC 1232g; 34 CFR Part 99
Public Officers Law §84 et seq. (Freedom of Information Law)
Education   Law   §2-d
Labor Law §203-d
State Technology Law §208
8 NYCRR Part 121

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