RSU 26 Generative AI (GAI) Guidelines

Generative AI is a technology that will over time radically change how we live and work and study. Like all such transformative technologies GAI holds both great promise and also great risks. RSU 26 seeks to find a middle path that allows exploration and innovation with the technology while avoiding already known risks. These guidelines are interim guidelines pending a more detailed multi-stakeholder process which even then will need to be ongoing as technology develops. Until a more permanent policy is adopted, all employees and students must follow the guidelines in this document.

Use of GAI in RSU 26 must conform to the following:

1) **Policies, laws, ethics still apply** - Use of GAI must conform with all district policies including but not limited to those on non-discrimination, privacy, and technology use, and should conform with state and federal law and with professional ethics.

2) **Not substituting for professional judgment** - GAI may be used for research (recognizing it can produce factual inaccuracies necessitating follow-on verification of all findings) but may not be used to advise on nor suggest nor make decisions relating to legal or employment decisions, nor to advise on nor make behavioral and disciplinary choices & judgment, nor to replace educational judgment.

3) **FERPA** - GAI tools capture and store everything submitted to them. In no case should identifying information such as name, birthdate, or possibly identifying combinations of information (e.g. gender, town of origin, sport) be entered in GAI. Teachers having students use GAI must instruct students in how to maintain privacy while using GAI.

4) **Student age** - UNESCO guidelines recommend limiting usage of GAI to people at least 13 years of age and older. Many of the approved tools (#7 Allowed GAI Technologies) also require an age of 13 or higher. To maintain consistency within a classroom and for ease of implementation, students' direct use of GAI (as opposed, e.g., to interacting with a document produced by a teacher using GAI) will be limited to students in high school.

5) **Non-Discrimination** - GAI embodies human attitudes found on the internet which unfortunately includes discriminatory and stereotyping beliefs. *Users of GAI have a strong positive duty to oversee GAI output to ensure that no discrimination or stereotyping is retained in the output.* At the present time GAI (and its predecessor machine learning) are not allowed to be used for evaluating applications for a job. Using GAI for evaluation of student work requires great care that it is not discriminatory - avoiding providing information about the student including a name and gender is a critical step in this, but review of the output is also necessary.

6) **Disclosure** - Any use of GAI must clearly disclose that GAI was used, which GAI tool was used, describe specifically how it was used, what the user did, and acknowledge responsibility for the final result by including a phrase in writing on the materials such as "Produced with the aid of ChatGPT to do research and write an outline with actual writing and review for accuracy and quality performed by myself". This applies to employees and students. A key theme to these guidelines is that the user is still responsible for the outcomes and such disclosure will help the user remember their responsibilities. Such disclosure will also help the district in its exploration

of where GAI is helpful and harmful. Individuals should also use their district account to sign in to GAI tools when using GAI for RSU-26 related purposes (the current list of allowed products all support login with a Google account such as those provided by the district).

7) **Allowed GAI technologies**- There are no specific restrictions on which GAI technologies **staff** may use. Staff are encouraged to use tools from established companies that have invested in guardrails against harmful searches and results such as ChatGPT, Bing/Co-Pilot, Bard, Claude and DALL-E but there are no restrictions. Whatever technology staff use, the staff member has full responsibility to ensure compliance with the above sections FERPA #3, Professional Judgment #2, Non-Discrimination #5, and Disclosure #6. Use of GAI by **students** (of suitable age per #4) shall be restricted to the better established products that have taken time to build in guardrails against harmful searches and results. At the present time these are limited to Bing/Co-Pilot (usable age 13 and up), and ChatGPT,Bard, Claude, and DALL-E (usable age 13-18 only with parent permission which staff are responsible for obtaining). Use of other forms of GAI by students must be reviewed by the tech committee for investment in strong guardrails and compliance with these guidelines before use. Requests for additional GAI tools to be added to the acceptable use list for students should be submitted to the Technology Committee. The Technology Committee will maintain and disseminate a list of acceptable tools and need not have board approval to update. This limit for technologies used by students also applies to embedded or built-in GAI tools such as those currently in the process of being added to Microsoft Office, Photoshop, Adobe, etc. (i.e. using such built-in tools requires tech committee approval until an update of this policy specifically lists them as allowed). Software that has already been approved by the Technology Committee that has had GAI added is approved (e.g. Canva). **Copyrights -** the material produced by GAI may infringe on copyrights. This does not prevent use, especially for boilerplate administrative writing and assignments seen only by a teacher, but employees and students should avoid publication or wide circulation of output from GAI (e.g. on social media, in yearbooks, student newspapers, or district/school newsletters). Users should also know they cannot claim a copyright on material produced by GAI.

8) **Accuracy** - GAI is well known to produce inaccurate statements and citations. Known weaknesses include describing events post 2021 and providing sources or citations for its work (it usually makes them up). Many other subtle but clearly factually incorrect results are also common. The user is responsible for fact checking, and their reputation is attached to the accuracy of the document.

9) **Defamation and deepfakes** - GAI can be used to generate believable statements, pictures, video and audio as if it came from a real person. This is sometimes referred to as deepfakes. While this can sometimes be done appropriately (e.g. of a public figure in an art class or a social studies class as a form of satire or commentary), all users of GAI should be aware that creating such output with malicious intent (e.g to embarass, harass, or bully or containing obscene material) or representing such material as factually true (or releasing it in such a way that it will be perceived as true by others) is prohibited on school computers and property. To do so violates district policies, student handbooks, and, in many cases, laws. Students should consult with teachers, and staff should consult with a supervisor, before creating a deep fake of other individuals.

10) **Student assignments** - Use of GAI on a student assignment (by a student of appropriate age per #4) requires permission from the teacher in advance and disclosure of the use per the "Disclosure" (#6) clause above. Failure to do this by a student of any age will be treated like other

instances of turning in work that is not your own and claiming it is your own (i.e. there may be disciplinary and grading consequences). At the same time, teachers are encouraged to explore the new GAI technology with students and to remember there are many gradations between no use and using GAI to do the whole assignment. Gradations include:

a) To have a student seek feedback from GAI on a preliminary draft of a writing or homework assignment before submitting the work to the teacher
b) to have a student self-correct a problem set or explain errors
c) to have a student seek explanation of a concept they are struggling with in a variety of modalities
d) to do research (although it is poor at citing sources and can produce factually incorrect results),
e) to learn how to craft and refine prompts to GAI as a creative and intellectual input that will be of increasing value in the workplace. Teachers are also encouraged to recognize the creative skills required to use GAI and the relevance to job training and to incorporate instruction into the curriculum appropriately.

Teachers who instruct students to use GAI should remind students how to maintain their privacy by not sharing personal details as discussed under the section (#3 FERPA).

11) Feedback on **student work and creation of educational materials** - GAI may be used by a teacher to increase the quantity and quality of feedback to a student or produce first drafts of educational materials.

a) Such usages must comply with:
   i) #5 - Non-discrimination (don't give identifying information about a student when getting feedback from GAI)
   ii) #3 FERPA - (again don't give identifying information about a student when getting feedback from GAI)
   iii) #6 Disclosure - the source of feedback and roles in producing it must be clearly identified
   iv) #4 age limits - when GAI is used collaboratively with the student (e.g. having a student submit their work to a GAI with a specific prompt) age limits apply. When only the teacher interacts with the GAI (e.g. teacher solicits feedback from the GAI or teacher develops rubrics with help of GAI) and the student only receives written or electronic documents reviewed and perfected by the teacher, then GAI sourced materials may be used with students of any age.
b) Allowable uses of GAI by teachers in relation to student work include:
   i) Generate first drafts of rubrics which are then modified and finalized based on teacher professional judgment
   ii) Generate worksheets, exam questions, homework questions and problem sets, etc. which are then modified and finalized based on teacher professional judgment
   iii) Provide feedback to students on their work. This feedback could be done collaboratively with the student or solely by the teacher. As with all GAI work, if the teacher submits student work to GAI for feedback, the teacher must review

the feedback and take responsibility for its quality and accuracy before sharing with the student. This could include:

    (1) Pointing out grammatical and stylistic errors in writing for an early draft (not final submission)

    (2) Giving feedback on overall student writing for an early draft (not final submission) of a writing assignment

    (3) Giving feedback to a student on how an early draft (not final submission) of an assignment fits a grading rubric or writing prompt

    (4) Identifying errors in simple factual worksheets and homework (e.g. True/False, multiple choice, fill in the blank)

    iv) Any student has the right to opt out of having their own personal work, including for class assignments, being submitted to GAI by themselves or others. Such opting out may be at the level of a single assignment or for a single class. It is the student's responsibility to communicate to the teacher that they are opting out of having work submitted to GAI. Teachers must accommodate this without in any way penalizing the student.

GAI may NOT be used to perform summative assessment on student work. This includes but is not limited to using GAI to advise on or produce grades on papers, problem sets, tests and anything that could affect grades reported on a transcript. *The use of GAI in providing feedback to a student or producing rubrics or learning materials is an extremely important case where the final ownership of the output by the teacher and the use of professional judgment are of paramount importance*.

12) **Administrative use** - GAI may be used by staff to write first drafts of, for example, job descriptions, job ads, reports, grant text, policies, guidelines and meeting minutes. But they must be treated as drafts that are checked for accuracy and quality and conformance with these guidelines by the user. Disclosure is not required for text submitted to outside agencies such as for grants and reports, but in such cases, the use of GAI should be disclosed to one's supervisor.

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