



WOLCOTT PUBLIC SCHOOLS

AI GUIDELINES

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 can enable the creation of innovative and customized educational materials, fostering creativity and enhancing learning.

What is AI's Role in Wolcott Public Schools?

AI's purpose in our learning environment is to **augment, not replace**, the effort put into your teaching and learning. Its use is intended to **facilitate, not to complete** tasks on your behalf. AI can offer tailored support to meet diverse learning needs, by breaking down complex concepts or summarizing information, thereby enriching the educational experience.

When to Use GenAI (Students):

When the teacher has given explicit permission to use AI for an assignment. Be sure to cite usage of the tool according to teacher instruction.

AI Risks to Be Mindful Of:

Data privacy, deep fakes, AI hallucinations (inaccurate information), and bias are critical challenges when using GenAI tools. Never input personal or confidential information, as AI systems can generate false content, manipulate media, and show gender, racial, and other biases. To use AI safely, avoid sharing any identifiable data about students or staff. Always verify AI outputs and remember - once data enters these systems, we lose control over it.



Examples of Inappropriate AI Usage

- **Submitting AI-Generated Work:** Turning in assignments created by AI as a student's own.
- **Plagiarism:** Using AI to rephrase existing content to bypass plagiarism detection tools.
- **Misinformation:** Relying on unchecked AI-generated information for academic work without verifying its accuracy.
- **Not Asking Permission:** Submitting work without confirming that GenAI is permitted to be used.
- **Harm:** Using AI in a manner that causes personal harm or harm to others such as creating and sharing deep fakes.

AI Roles and Responsibilities

- **Families Will:**
 - Support the district policy on safe, ethical, and productive use of AI by engaging with schools and understanding AI's role and use in education.
 - Communicate concerns about AI use to the appropriate school staff (teacher, counselor, administrator).
- **Students Will:**
 - Use AI safely, ethically, and productively, disclosing its use to maintain trust.
 - Engage honestly in academic work and evaluate AI outputs for credibility, accuracy, and bias.
 - Report concerns about unsafe or unethical AI use to a trusted adult.
- **Teachers Using AI Will:**
 - Establish norms for productive AI use and engage students in discussions on its ethical considerations.
 - Ensure equitable access to AI tools and focus on developing critical thinking and problem-solving skills.
- **Administration Will:**
 - Develop guidelines for safe, ethical AI use and review academic honesty policies as AI evolves.
 - Provide professional development on AI literacy and support AI piloting across departments, ensuring compliance with student data privacy requirements.