

PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL

Book: Policy Manual
Section: Administration
Title: Use of Generative Artificial Intelligence in Education
Adopted: August 8, 2024

Revised:

PURPOSE: The Board of Trustees (Board) recognizes the potential that Generative Artificial Intelligence (Generative AI) offers in enhancing educational opportunities, streamlining operations and preparing students for a future that demands adaptability, critical thinking and digital literacy. When incorporated and used in a responsible and ethical manner, Generative AI can support a dynamic working and learning experience.

This policy addresses guidelines for the proper management and responsible use of Generative AI in PA Distance Learning Charter School’s (PDLCS) educational environment, while safeguarding student privacy and data security.

SCOPE: This policy applies to the use of Generative Artificial Intelligence by students, teachers, and staff.

POLICY AUTHORITY: Policy draft is reviewed by the CCO and CEO of PDLCS; then (1) sent to the Board of Trustees, and (2) presented at the next formal, public Board Meeting for review, public comments and approval.

DEFINITIONS:

Artificial Intelligence (AI) - technology designed to mimic human intelligence, such as analyzing data, recognizing patterns and making decisions.

AI literacy - the ability to understand, use and interact with AI systems effectively, efficiently and responsibly.

Generative Artificial Intelligence (Generative AI) - an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various mediums such as text, code, images, audio and video data. Generative AI is the focus of this policy.

Open-source AI - AI tools and resources that are built on publicly accessible platforms and use and share data among all users who access the platform, both within and outside of the school.

DETAILED POLICY STATEMENT:

Authority

The Board directs that the use of Generative AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), as well as Board policies related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and staff and student expression.

The availability of access to Generative AI tools and resources by students and staff does not imply endorsement by PDLCS of the Generative AI tool or resource, nor does PDLCS guarantee the accuracy of the information received from Generative AI tools or resources. PDLCS shall not be responsible for any information that may be lost, damaged or unavailable when using a Generative AI tool or resource.

PDLCS shall not be responsible for the dissemination, replication or alteration of information or data input by any student or staff into any Generative AI tool or resource. Nothing in this policy is intended to limit the Charter School's obligations under applicable law or regulations.

PDLCS shall not be responsible for any unauthorized charges or fees resulting from access or use of Generative AI tools or resources.

The CEO and/or their designee(s) shall develop procedures to implement this policy, and may delegate to his/her designee(s) the right to enforce this policy.

Delegation of Responsibility

PDLCS shall make every effort to ensure that Generative AI tools and resources are used responsibly by students and staff. The effective integration of Generative AI into education requires a collaborative effort between administration, teachers, staff, students and families.

PDLCS shall inform staff, students, parents/guardians and other users about this policy by posting on the PDLCS website and by other efficient methods.

Generative AI tools and resources used in PDLCS programs shall be evaluated and authorized on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards and data security by the following individuals: CEO, Principals, Chief Operations Officer, Chief Academic Officer, and by using 3rd parties as needed.

The Board directs that only school-authorized Generative AI tools and resources may be used on school computers and in school programs. Staff shall consult the school's list of authorized Generative AI tools

and resources prior to implementation in the educational environment. Unauthorized Generative AI tools and resources may not adhere to required data privacy, monitoring and security standards.

The CEO or designee shall be responsible for developing procedures to address student safety measures and to determine whether Generative AI tools and resources are being used for purposes prohibited by law, Board policy or for accessing sexually explicit materials

The CEO or designee shall evaluate new and existing vendor contracts and related agreements for impacts related to the school's use of Generative AI.

AI Literacy for Staff

PDLCS shall provide staff with professional development opportunities addressing the effective and safe integration of Generative AI to enhance teaching and learning. Professional development opportunities may include, but not be limited to:

1. Ethical use of Generative AI.
2. The capabilities and limitations of Generative AI.
3. Critical analysis of content produced by Generative AI.
4. How to monitor and evaluate student inputs into Generative AI systems.
5. The parameters established by PDLCS for integrating Generative AI tools into classroom instructional design

Beyond formal professional development opportunities, PDLCS encourages staff to explore school-authorized Generative AI to discover lesson plan ideas, create templates or assessments and to generate ideas for the personalization of student learning. Generative AI tools and resources shall be used in accordance with applicable laws, regulations and this Board policy.

AI Literacy for Students

The board directs that students at all grade levels receive age-appropriate instruction on the proper use of AI tools, encompassing fundamental principles such as the necessity of proper human supervision, critical thinking, and skepticism regarding accuracy. Such instruction should aim to empower students with the knowledge and skills needed to navigate the increasingly prevalent presence of AI technologies in their academic and personal lives. By fostering a culture of responsible and informed use, students will be better equipped to navigate AI tools effectively while understanding their limitations and ethical implications.

PDLCS shall provide training for students, which may include, but not be limited to:

1. Establishment of expectations regarding the ethical use of Generative AI.
2. The capabilities and limitations of Generative AI.

3. Critical analysis of content produced by Generative AI.
4. How to disclose use and cite Generative AI resources.
5. The importance of not disclosing personally identifiable information when using an open source Generative AI tool or resource.

Note: Student training may be a part of orientation that occurs throughout the year for new students entering PDLCS, and/or within the classroom environment.

Ethical Considerations

PDLCS shall prioritize the educational value in the use of Generative AI tools and resources and will take measures to mitigate associated risks. PDLCS shall only authorize Generative AI systems and platforms appropriately equipped for preventing breach of personally identifiable information and addressing the school's prohibitions against discrimination, harassment, bullying, bias and access to sexually explicit materials, or those which are harmful to minors or prohibited by Board policy.

PDLCS's technology protection measures shall be enforced during use of Generative AI on school computers and network resources.

PDLCS shall provide additional training, when needed, and address accessibility needs to provide equitable access to Generative AI tools and resources for students and staff including, but not limited to, individuals with disabilities and English Learner students.

PDLCS prohibits the use of Generative AI in making decisions regarding employee recruitment, hiring, retention, promotion, transfer, evaluation, demotion or dismissal.

PDLCS prohibits the use of Generative AI in making final determinations on student assessments and evaluations.

Academic Integrity

The use of Generative AI by students to complete assignments or assessments shall only be allowed to the extent stated and outlined by the teacher for the individual assignment or course. Students shall be notified in advance of the parameters for use of Generative AI in assignments and assessments.

Having received such notice from a teacher, any student who violates these standards is subject to discipline as outlined in the Code of Conduct within the Parent/Student Handbook.

Students and staff shall receive training and be expected to appropriately cite original sources for quotations, facts, information, statistics, dates or the paraphrased statements of others. A Generative AI resource shall be cited when the system's generated content is quoted, paraphrased or otherwise used in the student's work. Lack of citation to AI generated work improperly implies that the work is entirely that of the student.

The Board permits the use of AI detection tools as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of academic integrity. A teacher must strive to determine a secondary empirically based source of evidence of plagiarism.

CIPA Compliance

The Chief Operations Officer will strive to ensure that the school's internet content and message filters prevent users from accessing any AI website, tool, or application that is capable of generating obscene or pornographic material on both school owned devices and on the school provided internet.

FERPA Compliance

All teachers, administrators, and staff are required to adhere strictly to the regulations outlined in the Family Educational Rights and Privacy Act (FERPA) when utilizing any AI resources.

PDLCs prohibits the use of the personally identifiable information of students while using AI websites, tools, or applications that have not been pre-approved by the Chief Operations Officer or his/her designee. The Chief Operations Officer shall establish a process by which teachers and administrators can request the approval of new AI resources. The vetting process shall include a review of the tool's privacy policy, data handling practices, and compliance with FERPA. The Chief Operations Officer or designee shall maintain a list of all such approved resources.

Copyright

Individuals using Generative AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials.

AI-Generated Content Verification

Individuals using Generative AI tools and resources have a responsibility to apply proper oversight and evaluation of generated information. Generative AI tools shall not be the sole determining factor used to make decisions related to student learning, assessment, academic integrity or conduct. Staff and students should critically evaluate content produced by Generative AI for potential biases or inaccuracies and understand the importance of cross-referencing with trusted resources.

Evaluation and Monitoring of Generative AI

PDLCs shall establish processes for ongoing evaluation and monitoring of Generative AI tools and resources used within the school and on PDLCs computers and network resources, including periodic assessments of the impact on student learning.

Issues identified during the evaluation and monitoring process shall be reported to the CEO and Chief Operations Officer.

Consequences for Inappropriate Use

Failure to comply with this policy or PDLCS rules regarding appropriate use of Generative AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.

AI content generation used maliciously or in a demeaning personal manner towards any staff, students, or stakeholders will be subject to all school disciplinary procedures and will be treated accordingly, up to and including referral to legal authorities.

Students and staff must immediately report any violations or suspicious activity to the building principal or designee.

Users of Generative AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts.

Illegal use of Generative AI; intentional modification without permission or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

This policy shall also apply to student conduct that occurs off school property or during non-school hours to the same extent as provided in the school policy on student discipline.

LEGAL

1. 24 P.S. 4601 et seq
2. 47 U.S.C. 254
3. 15 U.S.C. 6501 et seq
4. 17 U.S.C. 101 et seq
5. 20 U.S.C. 1232g
6. 20 U.S.C. 1400 et seq
7. 42 U.S.C. 12101 et seq
8. 18 Pa. C.S.A. 5903
9. 18 Pa. C.S.A. 6312
10. 18 U.S.C. 2256
11. 20 U.S.C. 7131
12. 24 P.S. 4604
13. 18 Pa. C.S.A. 2709

14. 29 U.S.C. 794
15. 28 CFR Part 35
16. 28 CFR Part 36
17. 34 CFR Part 99
18. 34 CFR Part 104
19. 34 CFR Part 300