

Warren County Technical School District

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Acceptable Use of Generative Artificial Intelligence (AI) Plan

Policy #2365 Acceptable Use of Generative Artificial Intelligence (AI)

Warren County Technical School District

Board of Education

Fall 2025

The Board of Education has adopted policy guide 2365 - Acceptable Use of Generative Artificial Intelligence (AI), which requires the development of this Acceptable Use of Generative Artificial Intelligence Plan (AI Plan). This AI Plan supplements Policy Guide 2364 as it provides the details of the general provisions included in policy guide 2365 and adopted by the Board.

1. Purpose & Alignment

- This guide translates Board Policy 2365 into practical steps for staff, students, and families to ensure responsible, ethical, and effective use of generative AI in the high school setting.

2. Roles & Responsibilities

Students

- Only use AI when permitted by your teacher.
- Cite/document AI-generated content in assignments.
- Follow teacher instructions on when and how AI may be used.
- Avoid prohibited uses (misrepresentation, bullying, misinformation, or sharing confidential info).

Teachers

- Clearly state conditions for AI use with each assignment.
- Model correct citation of AI-generated material.
- Monitor for misuse and report suspected dishonesty.
- Use only district-approved AI platforms with students.
 - Chat GPT, Gemini, Magic School, Claude, Brisk, SchoolAI

Administrators / AI Coordinator

- Approve and maintain the **official list of permitted AI RESOURCES**.
- Provide ongoing PD and guidance to staff.
- Review AI implementation procedures regularly.
- Communicate expectations and notify parents annually.

Parents/Guardians

- Reinforce responsible and ethical technology use at home.
- Stay informed about school-approved AI tools.

3. Classroom Applications

- Examples of **permitted uses (with teacher approval)**:
 - Brainstorming essay ideas, outlines, or discussion questions.
 - Summarizing complex texts with teacher guidance.
 - Practicing with AI-generated quizzes or flashcards.
 - Critiquing AI responses for accuracy, bias, or perspective.
- **Prohibited uses include**:
 - Submitting uncited AI work as one's own.
 - Creating false, harmful, or intimidating content.
 - Sharing confidential personal or school data with AI tools.
 - Using unauthorized AI platforms.

4. Professional Development

- Annual training for staff on ethical AI use, academic integrity, and monitoring.
- Department-level workshops for sharing best practices.
- Resources for citation formats and detecting AI-assisted plagiarism.

5. Equity & Access

- All students are provided access to approved AI tools through district accounts.
- Assignments are designed so that a lack of personal AI access does not disadvantage students.

- Teachers are encouraged to build lessons that highlight AI bias, accessibility, and inclusivity.

6. Oversight & Evaluation

- AI Coordinator and/or administrators will review AI use procedures annually.
- Staff may recommend new tools for approval.
- Regular reporting on AI use to ensure compliance and identify improvements.

7. Consequences for Misuse

- Violations will be addressed in accordance with **Policy 2361 (Technology Acceptable Use)** and **Policy 5600 (Student Discipline/Code of Conduct)**.
- Possible consequences: loss of AI access, assignment penalties, disciplinary referrals resulting in detentions and/or suspensions, expulsion/return to district (depending on severity).

8. Review of Procedures

- AI Coordinator, supervisors, and administrators will meet to ensure teachers are implementing AI procedures consistently.
- Staff will receive updated guidance after each review cycle.

9. Approved AI Tools List

- District will maintain a current list of AI tools/platforms that students may use.
- Teachers may assign work using tools on this approved list.
- The list will be communicated to staff, students, and parents and updated, as necessary. Those updates will be shared with the school community.

10. Addressing Plagiarism & Academic Dishonesty

- Teachers suspecting AI-related dishonesty must follow **Policy 5701**.
- Students will have an opportunity to explain their work before discipline is applied.
- Teachers will document suspected misuse for administrative review.
- Google LTI (learning tools interoperability) - teachers view progress/edit history.

11. Resulting Discipline

- Any student accused of violating the AI policy will be subject to investigation.
- Investigations will be consistent and documented.
 - AI Detection Programs that may be utilized, in addition to the revision history:
 - Grammarly
 - Pangram
 - GPTZero
- Disciplinary measures (cumulative):
 - 1st offense - Zero for the assignment & opportunity to resubmit for 50%, with documentation in Genesis
 - 2nd offense - Zero for the assignment & behavior referral resulting in ISS
 - 3rd offense - Zero for the assignment & behavior referral resulting in OSS
 - 4th offense - Expulsion/return to district

12. Citation & Documentation

- Students must **acknowledge AI assistance** in assignments. Acceptable formats include:
 - MLA-style footnotes (e.g., "Response generated using ChatGPT, OpenAI, 2025").
 - Inline acknowledgment ("This section was developed with assistance from [AI tool] and revised by the student.").
- The MLA citation format will be utilized.