NORTH PROVIDENCE PUBLIC SCHOOLS
ARTIFICIAL INTELLIGENCE (AI) Protocol

I.   INTRODUCTION

This protocol accompanies and facilitates the DISTRICT's Artificial Intelligence (AI) Policy.

II.   STUDENT USE OF AI

Students are responsible for understanding and adhering to this policy, as well as the district's appropriate policies. Questions about the use of generative AI systems should be directed to the building IT staff or the Director of IT. Questions about attribution and transparency in student use of AI should be directed to the course teacher.

Students are required to use AI in an ethical manner and subject to the following limitations and rules:

- **Students under the age of 13 are prohibited from using AI in their work even when such use is permitted under the AI policy. (Exceptions may be made based on RIDE mandated curriculum)**
- **Students are required to maintain academic integrity in the work they produce for their classes.**
- **Students shall properly cite AI used in their work.**
- **Submission of completely AI generated work or unreferenced material is a violation of the plagiarism policy.**
- **Even if a particular use of AI is permitted by the AI policy, when a teacher prohibits use of AI or implements more stringent rules for AI use in that teacher's classroom, students shall follow the policies put in place by such classroom teacher.**

Permitted uses

Generative AI can be an interactive resource for students, providing students with on-demand support, answering questions, explaining concepts, and offering guidance on assignments and projects. AI is best used to:

- **Have a back-and-forth dialogue to assist in problem-solving, more clearly explain content, and explore varying perspectives;**
- **Enhance accessibility for students with disabilities or language barriers by providing text-to-speech, speech-to-text, and language translation;**
- **Be used as a personal tutor;**
- **Support students with classwork such as, creating a study plan and goal setting;**
- **Generate and finetune ideas;**
- **Work through roadblocks;**

- **Review work for grammar, spelling, and structure; and**
- **Ask questions to clarify a subject on which a student may be struggling.**

The use of generative AI tools is permitted for the following activities:
- **Brainstorming and refining ideas;**
- **Fine tuning research questions;**
- **Creating flashcards;**
- **Quizzing oneself;**
- **Better understanding difficult concepts;**
- **Finding information for a topic;**
- **Drafting an outline to organize thoughts; and**
- **Checking grammar and style.**

Students should critically evaluate the output generated by AI tools and not blindly accept it as accurate or complete. Students must fact-check and verify the information and exercise their own judgment and reasoning skills in using AI tools.

Prohibited uses

AI should be viewed as a supplementary tool to enhance learning, productivity, and creativity. It should not be used as a substitute for an individual's own critical thinking, analysis, or original work.

AI is not effective in:
- **Providing accurate sources or citations;**
- **Referring to course materials;**
- **Referring to current events or recent developments in a particular subject (e.g. ChatGPT does not have access to information after September 2021);**
- **Collecting data;**
- **Understanding nuance;**
- **Replacing a human teacher; or**
- **Replicating an authentic voice.**

The use of generative AI tools is prohibited for the following activities:

- **Cheating;**
- **Impersonating oneself in a class setting, such as using AI tools to compose discussion board responses;**
- **Copying an answer to an assignment or question;**
- **Writing or drafting a writing assignment (including generating code in a Computer Science course);**
- **Writing entire sentences, paragraphs, or papers to complete class assignments (including generating code in a Computer Science course);**
- **Translating assignments or work in a class for which the purpose is to learn a language (including computer science languages); and**

- **Creation of artistic or auditory materials in a classroom where the purpose of the course is to produce creative works.**
- **Teachers may however, within their discretion, permit students over the age of 13 to use generative AI tools that are approved, and documented on the "North Providence" approved student online program list for these prohibited uses for the purpose of assignments and lessons about AI tools as long as clear guidelines as to the expectations and allowed use of AI in the assignment are provided to students.**

Proper attribution and transparency

Students must acknowledge the use of AI in any work submitted for class by providing proper attributions to any work or ideas generated by AI tools, just as a student would for any other source material.

Text copied from AI sites must be treated as any other direct quote.

Students shall disclose the use of AI tools in their work and clearly identify the portions generated by AI. Such uses of AI must be clearly described in a works cited page attached to the submitted assignment. For example, a student submitting an essay that was processed by an AI tool for grammatical and typographical errors, must list in the essay bibliography, in a manner as instructed by the course teacher, that the essay was reviewed for grammatical and typographical errors by an AI tool and cite the particular AI tool used.

Discipline

Students who use AI tools to engage in academic dishonesty or cheating may be subject to discipline under the district's disciplinary, plagiarism or academic honesty policies.
Violations of this policy may result in disciplinary action, including but not limited to:
- **Grade penalties or a failing grade for the assignment submitted;**
- **Grade penalties or a failing grade in the course;**
- **Revocation of access to district technology resources;**
- **Suspension; or**
- **Any combination of the above.**

III. **CERTIFIED EMPLOYEE USE OF AI**

Certified Employees shall not rely on AI to make decisions that require professional judgment, particularly in areas such as student assessment, curriculum development, or administrative decision-making.

Certified Employees shall stay informed about AI developments in education and to participate in relevant training to effectively integrate AI tools in their work.

AI shall be utilized in an ethical manner and subject to the following limitations and rules:

- **Without limiting other potential, ethical uses, teachers may use generative AI for lesson plan development and assistance, assessment generation, supplemental instruction materials, creation of rubrics, and automation of the grading process for objective assessments like multiple-choice questions.**
- **When generative AI is used as part of or the whole of a lesson, teachers have a duty to model the appropriate use of these tools so that students can learn how to properly utilize this type of technology.**
- **Teachers shall not instruct students under the age of 13 to use generative AI tools. (Exceptions may be made based on RIDE mandated curriculum)**
- **Teachers are prohibited from requesting or requiring students to share personally identifiable information with any generative AI tool.**
  - **Personally identifiable information is any student information including, but not limited to: name, address, email address, telephone number, and date of birth.**
- **Teachers shall provide clear parameters for how AI tools can be used for the teacher's class and assignments.**
- **Teachers shall require students to disclose AI use when using generative AI, using proper citations.**

Discipline

Inappropriate use of AI may subject certified employees to progressive discipline.

IV. **GENERAL**

All use of AI shall comply with student data privacy laws, regulations and district policies on data protection

Users shall make themselves aware of potential biases in AI systems and take steps to ensure fair and equitable outcomes when using AI tools.

Approved: 1/29/2025

Effectivie: 9/2/2025