

# NORTH PROVIDENCE PUBLIC SCHOOLS

## ARTIFICIAL INTELLIGENCE (AI) Protocol

### I. INTRODUCTION

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

### II. KEY TERMS & DEFINITIONS

#### 1. Generative AI:

- **Definition:** A type of artificial intelligence that can generate new content, such as text, images, computer code, or audio, based on the data it has been trained on. Examples include language models like ChatGPT and image generators like DALL-E.
- **Example:** ChatGPT, which can generate human-like text based on prompts.

#### 2. AI Assisted Technology:

- **Definition:** Software applications that utilize artificial intelligence to perform tasks that typically require human intelligence. These tasks can include understanding natural language, recognizing patterns, and making decisions.
- **Example:** Grammarly, which uses AI to check grammar and style in writing.

#### 3. Personally Identifiable Information (PII):

- **Definition:** Information that can be used to identify an individual, either on its own or when combined with other data. This includes details such as images, name, address, email address, telephone number, and date of birth.
- **Example:** A student's full name and date of birth.

#### 4. Academic Integrity:

- **Definition:** The ethical code and moral principles that govern academic behavior. It involves honesty and responsibility in scholarship, including the avoidance of cheating, plagiarism, and other forms of academic dishonesty.
- **Example:** Properly citing sources in a research paper to avoid plagiarism.

#### 5. Plagiarism:

- **Definition:** The act of using someone else's work or ideas without proper attribution, presenting them as one's own. This can include copying text, images, or other content without giving credit to the original source.
- **Example:** Submitting an essay that includes paragraphs copied from a website without citing the source.

#### 6. Ethical Use of AI:

- **Definition:** The responsible and fair use of AI technologies, ensuring that they are used in a manner that respects privacy, avoids bias, and promotes positive outcomes. Ethical use also involves transparency and accountability in how AI tools are applied.

- **Example:** Using AI to assist with research while ensuring that all AI-generated content is properly cited and verified for accuracy.

#### 7. Bias in AI Systems:

- **Definition:** The presence of systematic and unfair discrimination in AI algorithms, which can result from the data used to train the AI or the way the AI is designed. Bias can lead to unequal treatment of individuals or groups.
- **Example:** An AI tool that consistently underestimates the abilities of students from certain demographic groups due to biased training data.

#### 8. Data Privacy Laws:

- **Definition:** Regulations that govern the collection, storage, and use of personal data to protect individuals' privacy rights. These laws set standards for how organizations must handle personal information.
- **Example:** The Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records and COPPA (Children's Online Privacy Protection Act) which helps regulate data collection of minors age 13 or under.

#### 9. Disciplinary Actions:

- **Definition:** Consequences imposed for violating rules or policies. In the context of the AI protocol, disciplinary actions can include grade penalties, revocation of technology access, suspension, or other measures.
- **Example:** A student receiving a failing grade for an assignment that was completed using AI without proper citation.

#### 10. Professional Judgment:

- **Definition:** The application of knowledge, skills, and experience to make decisions in a professional context. In education, this involves making informed decisions about student assessment, curriculum development, and other instructional matters.
- **Example:** A teacher deciding how to adapt lesson plans to meet the needs of diverse learners.

#### 11. AI Fact Checking

- **Definition:** The act of verifying the accuracy, credibility, and reliability of information provided by an AI tool by comparing it with trustworthy sources such as textbooks, academic journals, reputable websites, or subject matter experts.
- **Example:** Confirm dates, data, names, or statistics from reliable sources, cross-reference claims or explanations with textbooks, peer-reviewed articles, or official educational materials, ensure that interpretations or summaries provided by the AI align with established knowledge in the subject

### III. STUDENT USE OF AI

Students are responsible for understanding and adhering to this policy. Questions about the use of generative AI systems should be directed to the building 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 or special needs students with an IEP which gives them permission to use AI assisted technology)
- 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.

Examples of permitted uses of generative AI or AI assisted tools include:

- 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
- Ask questions to clarify a subject on which a student may be struggling
- 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
- Checking grammar and style

Students are expected to 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.

*A teacher has discretion to disallow any of these per classroom rules or for specific assignments.*

### **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.*

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

- Academic cheating in any way
  - Impersonating oneself in a class setting, such as using AI tools to compose discussion board responses
  - Directly providing 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)
  - Creation of artistic or auditory materials in a classroom where the purpose of the course is to produce creative works, such as in an art or music course
  - Students must never upload images of themselves or their families, nor provide any other personally identifiable information to an AI system, even for educational projects or assignments.
- Administrators, principals, teachers, and staff are not permitted to make exceptions to this rule or request personally identifiable information be entered by students or families for any reason, regardless of the student's age.***

Teachers can allow students aged 13 and older to use approved generative AI tools from the "North Providence approved student online program list" for assignments and lessons about AI tools, even if on the prohibited list (except for the last item). This is permitted as long as students receive clear guidelines on expectations, boundaries, and permitted uses of AI before starting the lesson.

### **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 and format 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.

It is sometimes difficult to determine whether information was researched on the web, due diligence was done by the student to manually research, or AI was used. Any staff accusing a student must be able to provide reasonable evidence that cheating or plagiarizing may have occurred and the student is entitled to contest an accusation by providing their own evidence, including the lack of required clear

classroom guidelines on expectations, boundaries, and permitted uses of AI before starting the lesson assigned by the staff.

AI detection tools may be used by staff, however they can create false positives. There are also AI tools that are referred to as “AI Humanizer” tools that could be utilized by students that adapt answers so they can’t be detected by AI detection tools. *For this reason, human review is always needed and tools should only be used as aides.*

If it’s determined that a violation of policy occurred, disciplinary action may be taken. This can include, but not limited to the following actions:

- Meeting with the student, teacher, principal, and/or parents to discuss accusations/concerns and agree on next steps or disciplinary actions
- Grade penalties or a failing grade of zero for the assignment submitted
- Grade penalties or a failing grade in the course
- Restrictions on unsupervised access to district technology
- Suspension
- Any combination of the above

#### **IV. 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 or special needs children with an IEP approving the use of assisted AI tools)
- Teachers are prohibited from requesting or requiring students to share personally identifiable information with any generative AI tool or to sign up for any third party tool that collects this data that is not on the approved list.

- Personally identifiable information is any student information, including, but not limited to:
  - Pictures/images of a student or their family
  - Student Name
  - Address
  - Email address
  - Telephone number
  - Date of birth
- Teachers shall provide clear parameters for how AI tools can be used within a teacher's class and during assignments. Teachers should create and share classroom AI guidelines at the beginning of the school year to prevent any misunderstandings.
- Teachers shall require students to disclose AI use when using generative AI, using proper citations. Teachers may use their own discretion as to the format of said citations, and AI itself can make some suggestions if unsure.

## **Discipline**

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

Teachers shall only use AI tools that are on the "North Providence approved student online program list". If you're unsure or want to request an addition to be approved, please contact IT and provide the details for review.

## **IV. GENERAL**

All use of AI shall comply with student data privacy laws, regulations and district policies on data protection such as HIPAA, FERPA, and COPPA. Users shall make themselves aware of potential biases in AI systems and take steps to ensure fair and equitable outcomes when using AI tools.

## **V. Disclaimer**

AI (Copilot) was used to help craft verbiage, provide ideas and feedback, check grammar, and to assist with definitions and examples within this document. This document was carefully reviewed for accuracy and approved by the Superintendent or Designee, our legal team, and multiple administrators.

## **VI. FAQ**

Q. What was the thought process for choosing 13 as the age limit for students?

A. The age limit of 13 for students, particularly in the context of social media, AI, and online services, is primarily due to the Children's Online Privacy Protection Act (COPPA). Enacted in the United States in 1998, COPPA aims to protect the privacy of children under 13 by regulating the collection of their personal information online. Consequently, most social media platforms and online services set their minimum age requirement at 13 to comply with these regulations. Additionally, there are developmental considerations. Children under 13 may not yet have the cognitive maturity to make safe and informed decisions online.

Q. Can students use AI to check for grammar/spelling errors?

A. Students under 13 must have an approved IEP specifically allowing the use of AI assisted technology in any form. In order to comply with COPPA regulations, no student under the age of 13 can use any form of AI without a parent's prior written consent. North Providence Schools is not asking parents for consent at this time unless there is a special need, so all other students under 13 will not be allowed to use AI. Students over the age of 13 may use it provided the teacher gives specific instructions allowing it prior to the start of the assignment or allows it consistently under classroom rules.

Q. How should teachers provide proof that students misused AI? How will the use of AI be detected and how should it be reported?

A. There are no tools that are foolproof in detecting the use of AI. There are tools that can even help to evade the AI detection tools (known as AI humanizers) or students simply may have also researched content on the web without the use of AI and copied material. The teacher should be involved in reviewing each student assignment and based on the ability of a student, make a reasonable determination. North Providence is not investing in any AI detection tools at this time, however teachers are not restricted from using them on their own. Be mindful that these tools often produce false positives, so again, human judgement is required. If there is a concern, teachers should have a conversation with the school principal for a second opinion and show the work in question for determination of next steps. *Teachers should not make the sole determination, as a student has the right to challenge it.*

Q. After reviewing the list of permitted uses, I see items that I have students complete for a grade, such as creating an outline. Can that be removed from the list?

A. Any item on the permitted or exception lists (except revealing any PII, which is never allowed in any case), can be approved or denied by the teacher. It is expected of the teacher to give clear instructions as to what is allowed for the lesson. If the teacher does not want to allow AI because it will be graded, you may want to approach it so that the student "creates the outline on paper while in class" for example.

Q. Will staff receive any training on the use of AI?

A. Staff will be required to complete basic training in AI during PD time. New hires will be required to take the training as a condition of employment. This training will be provided as an interactive e-learning workshop.

Q. How shall teachers ask students to cite references while using AI?

A. The format may be determined by the teacher. If you ask AI, it will give you examples of different formats. It may be a footnote, provided in a bibliography, or directly within the text stating AI was used.

Q. Students may not understand what is considered proper usage. For example, the protocol states the following is permitted use: "Have a back-and-forth dialogue to assist in problem-solving, more clearly explain content, and explore varying perspectives." How should this be addressed?

*As per this protocol, teachers of students over the age of 13 should spend time reviewing the importance of academic honesty, plagiarism, and the disciplinary policy at the start of the school year and establish clear classroom frameworks as to what will be allowed in the class and model the use of AI when the assignment allows its use.*

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