

Generative AI Guidelines

Towns County School District Generative AI Guidelines

The Towns County School District recognizes Artificial Intelligence (AI), when integrated thoughtfully and responsibly, has the potential to transform the educational landscape by making learning more efficient, effective and engaging for all students. These resources are supplemental and support effective teaching practices.

Purpose and Overview

Artificial Intelligence, commonly referred to as AI, encompasses a broad range of computer science techniques and technologies that enable machines to perform tasks that typically require human intelligence. These tasks include learning from data, recognizing patterns, making decisions and understanding natural language. AI systems can operate through algorithms, machine learning models. And neural networks, which allow them to adapt and improve over time based on the data to which they are exposed. Generative AI refers to subset of AI that creates new content, such as text, images, music, or code. It does this by learning patterns from a massive amount of data then generating new content that is similar to the training data.

Towns County School is offering a clear guidance on the responsible, ethical, and effective use of generative AI (e.g., ChatGPT, Gemini, Copilot, DALL·E, etc.) in teaching, learning, and administrative tasks while ensuring safety, academic integrity, and digital citizenship.

1. General Use Principles

- **Support, Not Replace:** AI should assist, not replace, human judgment—especially in teaching, learning, grading, or communication.
 - **Transparency:** Users should be transparent when content has been created or heavily assisted by AI.
 - **Equity & Access:** Ensure fair access to AI tools. No student should be disadvantaged by lack of technology.
 - **Continuous Learning:** Staff and students are encouraged to stay informed about the benefits and limitations of AI tools.
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2. For Educators and Staff

✓ Permitted Uses:

- Lesson planning, quiz/test generation, and scaffolding assignments.
- Creating differentiated materials or IEP supports.
- Automating repetitive tasks (e.g., emails, summaries, rubrics).
- Professional development (e.g., idea generation, simulations).

✗ Not Permitted:

- Using AI to generate final student grades or comments without review.
 - Entering private student data into public AI platforms.
 - Relying solely on AI tools for curriculum decisions.
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3. 🎓 For Students

✓ Encouraged Uses:

- Brainstorming or outlining assignments.
- Practicing skills (e.g., foreign language conversations, math help).
- Exploring creative expression (e.g., stories, art, music).

✗ Not Allowed:

- Submitting AI-generated work as original unless explicitly allowed by the teacher.
 - Using AI to bypass learning or plagiarize.
 - Uploading personal or sensitive information into AI systems.
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4. 🔒 Data Privacy & Security

- AI tools must **not** be used to store or process sensitive PII (personally identifiable information).
 - Only district-approved AI platforms may be used.
 - Staff must verify that any AI tool complies with **FERPA**, **COPPA**, and relevant district privacy policies.
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5. Academic Integrity

- Teachers may use plagiarism detectors and AI-content recognition tools.
 - Students must follow honor code policies and disclose AI usage where required.
 - Misuse of AI may be treated as academic dishonesty.
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6. Professional Development

- The district will provide ongoing training for staff on:
 - How to effectively integrate AI into instruction.
 - Ethical concerns and AI bias.
 - Assessing AI-assisted student work.
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7. Content Monitoring & Bias

- AI-generated content should be reviewed for:
 - Accuracy
 - Age-appropriateness
 - Cultural sensitivity
 - Bias or misinformation
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8. Tool Approval Process

- All generative AI tools used in classrooms or by staff must be reviewed and approved by the district technology or instructional leadership team.
 - Requests must include a justification, intended use, and privacy documentation.
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9. Reporting & Concerns

- Concerns or violations of these guidelines should be reported to the building principal or district technology director.
 - The district will periodically review and revise this policy as AI evolves.
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Policy Review Cycle

These guidelines will be reviewed annually and revised based on:

- New legislation or compliance requirements
- Educational best practices
- Emerging risks or opportunities