

# *Glassboro Public Schools*



## **MEMO**

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To: Dr. Mark Silverstein, Superintendent of Schools

From: Craig Stephenson, Chief Academic Officer

Date: May 5, 2025

Re: Action Memo  
May 21, 2025 Board Meeting

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Recommend board approve the GPSD AI Tools Acceptable Use Plan 2025. (attachment)

# Glassboro Public Schools - AI Tools Acceptable Use Plan

## 1. Overview

- In recognition of the rapid growth of artificial intelligence (AI) technologies and their potential to enhance educational experiences, **Glassboro Public School District** is committed to facilitating the responsible and effective use of AI tools within our schools. This addendum to the district's Acceptable Use Policy outlines guidelines and expectations for the use of AI technologies. The objective of these guidelines is to ensure that all tools used to support learning, teaching, and administration are aligned with our mission and values.

## 2. Definitions

### 3. **Artificial Intelligence (AI):** Computer systems or software that perform tasks requiring human intelligence, including but not limited to learning, decision-making, and language processing.

- **Large Language Models (LLMs):** A type of AI that processes and generates human-like text based on vast amounts of data. LLMs can understand, converse, translate, and create content in natural language.
- **Machine Learning:** A subset of AI that involves computers learning from data without being explicitly programmed for specific tasks.
- **Natural Language Processing (NLP):** AI's ability to understand and generate human language.
- **Generative AI:** AI technologies that can generate new content, including text, images, audio, and video, based on their training data. These tools can be used for creative and educational purposes but must be used with consideration for accuracy, appropriateness, and originality.

## 4. Access and Permissions

- Access to approved AI tools is granted to all students, faculty, and staff for educational and administrative purposes only. Classroom teachers may use allowed AI platforms at their discretion as appropriate to district curriculum.
- Requests for new AI tools must be submitted to the Technology Department for review and approval, ensuring compliance with district standards for privacy, security, and educational value. Submissions must be completed using [this form](#).
- AI tools are not considered approved until final authorization has been granted and communicated by the **C & I Team, Technology Supervisor and/or Technology Department**.

## 5. Ethical Use

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- Users must not employ AI tools to conduct or support cheating, plagiarism, or any academic dishonesty.
- Users must not employ AI tools to automate decision-making without human oversight. Any output of artificial intelligence or machine learning will be limited to suggestions and recommendations—final decisions must be made by human beings with the appropriate review, nuance, and context.
- Generative AI content that is inappropriate, offensive, or harmful is strictly prohibited.
- Respect and courtesy must be maintained when interacting with AI systems, recognizing their impact on the learning environment.
- Users should be aware of the potential for AI bias in tools and consider this when interpreting AI-generated information or content. The district encourages critical thinking and scrutiny of AI outputs and training data sets for large language models and other generative AI tools, promoting discussions on how biases can affect the fairness and accuracy of AI-generated content. Natural language processing functions are expected to be accessible and consistent for students of all languages and dialects. Users are encouraged to report instances of perceived bias to the technology department for further investigation.
- Prohibited uses of AI include, but are not limited to:
  - i. using AI to complete an assignment in a way that falsely represents the assignment as the student's own
  - ii. using AI to purposefully create misinformation or to misrepresent others with the intent of harming, bullying, or intimidating an individual(s)
  - iii. using AI with confidential student or staff personal information
  - iv. using AI to violate any other prohibited behaviors listed in Policy and Regulation 2361 - Acceptable Use of Computer Networks/computers and Resources
- Consequences for Violation of Acceptable Use Policy, including AI, can be found in the Student Code of Conduct.

### **6. Privacy, Security, and Data Protection**

- Users must be aware of data privacy concerns with AI tools, especially regarding the handling of personal and sensitive information.

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- Personally identifiable, confidential, and/or sensitive information should never be shared with an AI tool unless such sharing is explicitly approved by the district.
- All AI tools must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other relevant privacy laws.
- The district ensures that AI tools employed have robust security measures to protect user data from unauthorized access.
- Users are expected to be aware of and comply with the terms and conditions of all AI tools, specifically concerning age requirements. The district technology department maintains a list of acceptable AI platforms:
  - i. MagicSchool AI
  - ii. OpenAI/Chat GPT
  - iii. Diffit
  - iv. Brisk Teaching
  - v. Gemini
- Users are responsible for securing their accounts and personal information when using AI tools.
- The district conducts regular security assessments of AI technologies to safeguard against vulnerabilities.

## 7. Academic Integrity

- AI tools should supplement the educational process without undermining the integrity of academic work. Examples of appropriate use include generating ideas for brainstorming sessions, providing tutoring in specific subjects, and automating administrative tasks.
- Teachers must communicate the level of AI that is acceptable for assignments, specifying whether AI will be allowed in planning, collaboration, revision, exploration, or not at all.
- Direct submission of AI-generated work as one's own without proper attribution or reliance on AI to complete assignments without understanding the content is prohibited.
- Users must respect copyright laws and intellectual property rights when using AI tools. This includes not using AI to replicate or modify copyrighted materials without authorization and properly citing all sources of content, including AI-generated content, to avoid plagiarism.

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- Teachers using AI with students must teach proper citation techniques for AI-generated content.
  - i. Cite the name of the AI tool, the date content was generated, the company that created the AI tool, the specific prompt used to generate the content, and if available, specify the version of the AI tool used and/or the URL.
    1. "Text generated by ChatGPT, OpenAI, March 7, 2023, <https://chat.openai.com/chat>".
    2. Example in-text citation: "According to recent research, 'the human brain is a complex network of interconnected neurons' (OpenAI, 2023)".

## 8. Monitoring and Enforcement

- The district reserves the right to monitor the use of AI tools to ensure compliance with this policy.
- This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- There is no right to privacy on the district's network or devices. All users should operate under the assumption that all online activity, including digital communications and interactions with AI tools, will be visible to the district's system administrators.
- Violations of this policy may result in disciplinary action, including but not limited to suspension of access to technology resources, disciplinary measures as per the student and employee handbooks, and notification of supervisors, parents, or guardians.

## 9. Review and Modification

- This policy will be reviewed regularly to adapt to new challenges and opportunities presented by AI technologies.
- Feedback from teachers, students, parents, and staff is welcome and can be submitted to the Technology Supervisor for consideration during the review process.
- Updates to the policy will be communicated via district email.

## 10. Acknowledgment

- All users of district technology resources are required to acknowledge they have read, understood, and agree to abide by this addendum and the broader Acceptable Use Policy.

NOTE: This plan aligns with Board Policies [2365](#) & [5701](#).