

# School City of Hammond Artificial Intelligence (AI) Policy Statement

## **1. Purpose**

The purpose of this policy is to provide guidance on the use of Artificial Intelligence (AI) technologies within the School City of Hammond. This includes, but is not limited to, AI tools such as ChatGPT and Microsoft's Bing search engine. The policy aims to ensure that AI is used responsibly, ethically, and in a manner that enhances educational experience while protecting the privacy and security of our students and staff.

## **2. Scope**

This policy applies to all students, teachers, and staff members of the School City of Hammond who use AI technologies in the course of their studies, teaching, or work.

## **3. Ethical Considerations, Transparency, and Accountability**

All users of AI technologies should be aware of the ethical considerations, particularly concerning potential bias and discriminatory output. The school will provide professional development and lessons incorporating discussions of AI ethics. The school leadership assumes ultimate accountability for AI systems used in the school, and teachers are accountable for their use in classrooms. Students are also accountable for appropriate use, including through cyber safety/digital agreements.

## **4. Data Privacy and Security**

The School City of Hammond is committed to protecting the privacy and security of student and staff data. All AI technologies used in the school must comply with our data privacy and security policies. This includes not prompting AI with private data, such as identifying student information.

## **5. Access and Equity**

The school will ensure equitable access to AI technologies and resources required for their integration into the curriculum. We will strive to provide all students with access to appropriate technology and resources to support their learning.

## **6. Acceptable Use**

The school will provide guidance on the acceptable and responsible use of AI technologies. This includes understanding the limitations and potential risks of using AI tools for research and writing.

## **7. Academic Integrity**

The school will provide guidance on maintaining academic integrity when using AI technologies. This includes understanding the importance of citation and referencing when using AI-generated material.

## **8. Professional Development**

The school will provide training and support for all staff on the use of AI technologies. We will also identify opportunities for ongoing professional development related to the use of AI technologies in the school environment.

## **9. Community Engagement**

The school will engage with parents, students, and other members of the school community to ensure that they are informed about the use of AI technologies in the school.

## **10. Policy Review and Updates**

This policy will be reviewed and updated regularly to ensure that it remains relevant and effective in the use of AI technologies in the school environment.

## **11. Compliance**

Failure to comply with this policy may result in disciplinary action. Any questions or concerns about this policy should be directed to the school administration.

This policy is effective as of [Date] and supersedes all previous policies related to the use of AI technologies within the School City of Hammond.

## Student Statement/Syllabus Statement

At the School City of Hammond, we regard academic integrity as a critical component of our mission to foster academic achievement. For any academic institution to function effectively, it is imperative to establish an honor code and determine the penalties for its violation. It is important to note that, once a student enters a university, college, or workplace, any form of dishonesty could lead to severe consequences, such as failing the course automatically, expulsion, or losing one's job, among other things. Actions such as cheating, dishonesty, and plagiarism are unacceptable in the School City of Hammond.

Academic dishonesty can take several forms, including, but not limited to:

- Submitting another person's assignment as your own.
- Permitting another person to submit your assignment as their own.
- Duplicating another student's work, with or without their consent, to submit as your own.
- Presenting the work or words of a parent, sibling, friend, or anyone else as your own.
- Discussing or revealing test or quiz content with students who haven't yet taken the assessment.
- Illicit use of instructor's test materials, answer sheets, computer files, or grading programs.
- Using unauthorized materials or electronic aids such as "crib/cliff notes" without the teacher's permission.
- Obtaining answers for assignments or exams from unauthorized sources.
- Collaborating on assignments when not authorized by the teacher.
- Copying from other students during an exam.
- Providing answers to another student for an assignment or exam.

Plagiarism, defined by Webster's New International Dictionary of the English Language as the theft and appropriation of another's ideas, words, or artistic productions without giving due credit, can take various forms, including:

- Quoting or paraphrasing another's words without proper citation in your work.
- Claiming another person's idea, theory, or formula as your own.
- Submitting a term paper or other assignment that you bought or otherwise obtained, which is the work of another person, as your own.
- Reiterating information such as statistics or demographics, which isn't common knowledge and was originally compiled by someone else.
- The use of generative artificial intelligence (AI) for plagiarism is strictly prohibited, as it is a breach of the district's acceptable use policy. Generative AI uses computer algorithms to generate content that simulates human writing styles. Despite its potential academic and creative benefits, using generative AI to plagiarize, even from a computer program, is deemed unethical and can lead to academic penalties in line with the School City of Hammond's academic integrity policy."

