Artificial Intelligence (AI) Responsible Use Policy

CNMI PSS AI Responsible Use Policy

REFERENCES:

Originator	*PSS Office of Instructional Technology & Distance Education*
Effective Date	
Approved by	
Statutory Reference	

PURPOSE:
The purpose of this policy proposal is to establish guidelines for the safe, ethical, and responsible use of artificial intelligence (AI) tools and applications within the CNMI Public School System. This proposal emphasizes the responsible use of technology, including ethical considerations for the use of AI tools and applications, to enhance student learning experiences while safeguarding privacy, security, and digital equity. This proposal recommends to:

- Regulate the use of AI tools and applications within PSS Network to ensure compliance with data privacy & security laws, ethical standards, and educational goals.
- Establish recommended guidelines for the responsible use of Artificial Intelligence (AI) applications in alignment with educational objectives.

SCOPE:
This AI Responsible Use Policy applies to employees, students, contractors, vendors, and other external parties engaged with our school district. It covers the use of artificial intelligence tools and technologies within the educational environment, including administrative functions, instructional support, and student interaction. The policy particularly impacts departments and roles involved in the implementation, oversight, and evaluation of AI tools and systems. By establishing clear guidelines and standards, this policy aims to ensure responsible, ethical, and effective use of AI to enhance educational outcomes while safeguarding student privacy and data security.

STATEMENT:

The CNMI PSS has made a significant commitment to digital learning and provides technology tools and resources to its students and staff for educational and professional activities. Effective technology integration is embedded throughout the district's various systems, as evidenced by the Effective Learning Environment Observation Tool (ELEOT) - *Digital Learning Environment* and the McREL Teacher Evaluation System - *Standard 2 (Content - Technology Integration)*. The district's Educational Technology program has trained eleven cohorts of educators,

approximately 1,070 staff and teachers, on various technology tools and the elements of digital learning. The goal of providing these resources is to develop efficient and responsible users of technology by promoting educational excellence and fostering high-quality teaching and learning. PSS firmly believes that technology resources are of great importance in enhancing teaching and learning. While these technology innovations are beneficial for instruction, PSS recognizes the need to develop guidelines and policies to ensure responsible, secure, and ethical use of emerging technologies.

The widespread availability of artificial intelligence (AI) applications has significantly impacted education, offering solutions to enhance teaching and learning experiences. AI applications are being developed to aid and provide personalized learning opportunities, responding to unique student needs. While AI has brought numerous benefits to education, its integration into educational practices also poses challenges. These include ethical concerns related to data privacy, security, and copyright infringement. There is an urgent need to promote digital literacy and skills, specifically in the field of AI Literacy, to ensure the responsible use of AI that upholds academic integrity standards. The CNMI PSS must also consider investing in appropriate training and professional development for educators to adapt their teaching approaches in response to the changes that AI applications bring to the educational field.

Proposed Policy Language

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Responsible Use Policy:
Artificial Intelligence (AI) Tools and Applications

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- **Usage**: AI tools and applications accessed on the PSS Network and on PSS devices will be used for educational purposes only.
- **Academic Integrity**: Student use of AI tools and applications to aid in assignments, projects, or research must abide by current CNMI PSS policies on academic integrity. Users should not plagiarize AI-generated content. When using AI-generated content, information should be appropriately cited and cross-referenced with trusted sources.
- **AI Information Review:** Users should review and assess information generated from AI tools and applications to ensure the accuracy of information, including the possibility of biases and misinformation, before use or dissemination.
- **Safety & Respect**: Users should not use AI tools and applications to create harmful, misleading, or inappropriate content. Any misuse of AI tools and applications on the PSS-ESN that are not aligned with PSS BOE policies may be subject to appropriate disciplinary measures.
- **Data Privacy & Security**: When using AI tools and applications, users should adhere to all applicable federal and local privacy laws including, but not limited to: the Family Educational Rights and Privacy Act (FERPA) of 1984 (20 U.S.C. Sec. 1232g; 34 CFR Part 99); and Children's Online Privacy Protection Act (COPPA) of 1998 (15 U.S.C. §§ 6501-6506, P.L. No. 105-277, 112 Stat. 2681-728).

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II. <u>Recommended Guidelines for AI Technology Integration</u>

AI tools and applications recommended for use in an educational setting must be vetted through the BOE approved CNMI PSS Instructional Technology Tool District Approval Process: https://cnmipss.org/sites/default/files/cnmi_pss_instructional_technology_appropriate_use_policy_.pdf

PSS educators, school, and district leaders should consult the recommended **Artificial Intelligence Responsible Use Guidelines** outlined below when considering the use and integration of AI tools and applications in educational practice.

- **Curriculum Alignment:** Student use of AI should align with curriculum standards and learning objectives. Educators should consider incorporating AI tools and applications into lessons to promote student learning, engagement, and critical thinking.
- **Professional Development:** Educators should consider availing of professional development provided by the school district to support AI Literacy and best practices for integrating these tools and applications into their professional practice.
- **AI Literacy:** Educators should consider integrating AI Literacy in instruction to promote awareness of responsible uses, benefits, risks, and ethical considerations when using AI tools and applications.
- **Academic Integrity:** Educators should consider clarifying appropriate and prohibited uses of AI tools and applications for their students. It is recommended that teachers incorporate policies for responsible use of AI within their course syllabus.
- **Data Privacy & Security**: Educators must abide by local and federal privacy and data laws when using AI tools and applications. The use of AI tools and applications must comply with FERPA and COPPA regulations. The CNMI PSS district's approved list of educational tools, inclusive of AI tools and applications, should always be consulted. Unauthorized AI tools might not adhere to the CNMI PSS data privacy and security guidelines.
- **Monitoring and Evaluation:** Educators should regularly monitor and evaluate the effect of AI use in instructional practice and student learning to support engagement and learning outcomes.

RESPONSIBILITIES:

This section outlines the roles and duties of various stakeholders involved in the implementation and management of AI systems within the CNMI PSSt. Each stakeholder group plays an important role in ensuring that AI tools are utilized effectively, ethically, and in alignment with district policies. By clarifying these roles, the policy aims to foster a collaborative approach to AI integration, ensuring that all parties contribute to the responsible and secure use of AI technologies in the educational environment.

1. **District Leadership:**
    a. **Policy Oversight:** The District Leadership team is responsible for the overall oversight and implementation of the AI policy. They will ensure that the policy aligns with the district's educational goals, legal requirements, and ethical standards.
    b. **Resource Allocation**: Allocate necessary resources, including funding and staff, to support the implementation and maintenance of AI systems in the district.
    c. **Policy Review:** Conduct regular reviews and updates of the policy to address emerging AI technologies, legal changes, and feedback from stakeholders.
2. **School Administrators:**
    a. **School-Level Implementation**: School administrators are responsible for ensuring that AI systems are used in accordance with the district's policy at their respective schools.
    b. **Training and Support:** Facilitate training for teachers and staff on the effective and ethical use of AI tools, including data privacy and security practices.
    c. **Incident Reporting:** Report any issues or incidents related to AI systems, including technical problems or policy violations, to the District Leadership Team.
3. **Instructional Staff:**
    a. **Adherence to Policy:** Educators are responsible for using AI tools in compliance with the district's policy, ensuring that AI applications enhance educational outcomes and adhere to ethical standards.
    b. **Feedback and Improvement:** Provide feedback on AI tools and systems based on classroom experiences to help refine and improve their usage and integration.
    c. **Data Protection:** Handle student data with care, ensuring privacy and security in accordance with the district's data protection guidelines.
4. **Students and Parents/Guardians:**
    a. **Awareness and Engagement:** Students and parents/guardians are encouraged to be informed about the use of AI tools in the educational environment. Schools will provide information sessions and resources to help them understand how AI is used and its implications.
    b. **Feedback:** Students and parents/guardians are invited to provide feedback on their experiences with AI tools to help the district assess and refine AI use.

RELATED DOCUMENTS:
1. **CNMI PSS Instructional Technology Appropriate Use Policy**
    a. URL:https://cnmipss.org/sites/default/files/cnmi_pss_instructional_technology_appropriate_use_policy_.pdf
2. **US Department of Education, Office of Educational Technology Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations**
    a. URL: https://tech.ed.gov/files/2023/05/ai-future-of-teaching-and-learning-report.pdf

DEFINITIONS:

- **Artificial Intelligence (AI):** Refers to any computer program to perform tasks commonly associated with human expertise or skill such as reasoning, discovering meaning, generalizing, or learning from past experience.

- **Generative AI:** Generative AI is a type of artificial intelligence technology that can produce various types of content, including text, imagery, videos, audio, and data.

- **AI Applications:** Software programs that use AI techniques to perform specific tasks, ranging from simple, repetitive actions to complex, cognitive functions that require human-like intelligence.

- **AI Literacy:** Possessing skills and competencies required to use AI tools and applications effectively, viewing these tools and applications critically and making informed decisions about their use.

- **Children's Online Privacy Protection Act (COPPA):** Through the United States Federal Trade Commission, COPPA imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age. The COPPA statute is found at 15 U.S.C. §§ 6501-6506, P.L. No. 105-277, 112 Stat. 2681-728.

- **Family Educational Rights and Privacy Act (FERPA):** Through the United States Department of Education, FERPA is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

TRAINING:
All PSS staff involved with AI tools and technologies must complete training on the AI Responsible Use Policy to ensure they understand and can effectively implement its guidelines. Ongoing professional development will be provided to keep all stakeholders informed about updates and best practices related to AI use in the educational environment.

COMMUNICATION:
This policy is to be distributed to all PSS staff via email upon approval by the CNMI Board of Education.

APPROVAL & ENDORSEMENT:

DATE	APPROVING BODY	APPROVAL/ENDORSEMENT AUTHORITY

REVISION HISTORY:

VERSION	DATE	DESCRIPTION OF CHANGE