



Guide to Responsible AI Implementation

The Future of Learning is Now



Use of Artificial Intelligence In CCS

Overview: Artificial intelligence (AI) has become increasingly integrated into our daily lives, performing functions such as navigation assistance, voice recognition, and even security access. Cumberland County Schools (CCS) understands AI tools can benefit students and staff for learning, productivity, and creativity. However, we must ensure AI's ethical and appropriate use as a supplemental aid in the educational process, not the sole source of work or learning. As AI technology is rapidly evolving, this document will be a living document, updated regularly with the most current information available.

Purpose: The purpose of this guidance is to establish clear guidelines and best practices for the use of Generative AI Tools within CCS. These tools have the potential to enhance and equalize educational experiences and outcomes. Still, the use must be carefully managed to promote AI literacy, ensure equitable access, maintain data privacy and security, and uphold academic integrity.

Guiding Principles:

- ❖ **Ethical and Responsible Use** - Generative AI tools are employed in ways that uphold human and worker rights, including individual autonomy and dignity. The overarching aim is to ensure the safe, responsible, and ethical utilization of AI tools.
- ❖ **Equity and Inclusivity**- Efforts are directed towards ensuring that AI tools and initiatives support equitable access and outcomes for all learners. This involves guaranteeing accessibility of AI tools, supporting diverse learning needs, and promoting inclusivity.
- ❖ **Privacy and Data Protection**- AI technologies used in education must adhere to local, state, and federal policies and laws to ensure the security and privacy of student and employee data.
- ❖ **Safe and Secure**- The protection of personal data is prioritized, with strong cybersecurity safeguards implemented across the district to ensure data security.
- ❖ **Pedagogical Effectiveness**- Generative AI tools are used in ways that support and enhance teaching and learning, empowering teachers as experts in their subject matter and classroom practices.
- ❖ **Human-Centered**- The crucial role of individuals in guiding decision-making processes is emphasized, ensuring that AI serves as a tool to enhance human judgment rather than replace it.



AI in Education: A Paradigm Shift

What is Generative AI? Generative AI tools use artificial intelligence to generate new content like text, images, audio, video, and code based on the input or prompts provided by the user. When given a prompt, the AI model predicts the next word, pixel or other output based on its training data and the context, resulting in original output each time. (Adapted from https://go.ncdpi.gov/AI_Guidelines)



Benefits: Generative AI integration cultivates vital 21st-century competencies that better prepare students for future success in an AI-driven workplace and society. These tools promote critical thinking, problem-solving, creativity, communication, collaboration, and technological literacy. They achieve this by making learning more engaging, accessible, and efficient.

Here are some examples:

- **Personalized learning:** AI can tailor experiences to individual student needs and learning styles, fostering deeper understanding and engagement.
- **Teacher efficiency:** By automating certain creation tasks like generating practice problems or creating feedback rubrics, AI frees up valuable teacher time for more one-on-one interaction and personalized instruction.
- **Deeper research:** Generative AI can synthesize vast amounts of information, allowing students to explore topics in more depth and develop stronger research skills.
- **Enhanced creativity:** AI can provide thought-starters and inspiration, sparking new ideas and igniting the creative process.
- **Inclusive learning:** Generative AI can support students with diverse abilities and learning differences by offering various learning pathways and materials.
- **Project-based learning:** AI tools can facilitate project-based and interdisciplinary learning, encouraging collaboration and critical thinking.



Considerations: Alongside the many benefits of using AI, it's important to think about various factors for responsible implementation. These considerations cover a wide range of important aspects, including ethical and social considerations, as well as technical and regulatory requirements.

Important aspects to consider include::

- **Equity of access:** Not all students have equal access to technology or the internet at home. Schools must ensure equitable access to AI tools within the school environment. Additionally, AI must not be implemented in a way that denies students with disabilities equal access to education opportunities.
- **Data privacy:** The data used to train AI models can perpetuate biases or lead to student privacy concerns. Schools need to be transparent about data collection practices, obtain informed consent, and prioritize robust data security measures. COPPA, CIPA, and FERPA compliance should be followed when using any digital resource.
 - **FERPA** - AI systems must protect the privacy of student education records and comply with parental consent requirements.
 - **COPPA** - AI chatbots, personalized learning platforms, and other technologies collecting data on children under 13 must adhere to COPPA.
 - **CIPA** - Schools must ensure AI content filters align with CIPA protections against harmful content.



Considerations (Continued):

- **Ethical implications:** Schools should regularly review and evaluate the ethical implications that are involved in using Generative AI Tools, considering factors such as bias, fairness, and inclusivity. AI algorithms can reflect or amplify biases in our society. Educators must be aware of these potential biases and curate AI tools that promote fairness and inclusivity. Additionally, discussions about the ethical implications of AI should be integrated into the curriculum to foster critical thinking and responsible AI usage.
- **Acceptable Use, Transparency, and Accountability:** Educators should be transparent with students about the use of Generative AI Tools, explaining how they work and the roles they play in the learning process. Teachers should also be explicit about when and if students can use AI.
 - **Using AI Responsibly-** Teachers should monitor students' use of Generative AI Tools to ensure that they are not misusing them or relying too heavily on generated content without engaging in critical thinking and learning.
 - Teachers should also be explicit about when and if students can use AI. Consider the [NCDPI AI Use Scale](#).
 - When AI is used as a part of student work, it should be properly cited or include a statement of use. The following resource helps support that process: [CCS Guidance for Citing Use of AI](#)
 - **Defining Original Work with AI**



- In CCS, original student work means anything that a student creates using their ideas and understanding. When using AI, students should use it as a helper, not do the work for them. Any work submitted for grading should mainly come from the student's efforts and understanding. AI can help with research, practice, or exploring ideas, but the final work should be the student's creation.
- Plagiarizing the language, structure, idea, and/or thought produced by artificial intelligence and representing it as original work is strictly prohibited!

The following documents address this specifically for Cumberland County Schools:

- [CCS BOE Policy](#) - Representing AI as your own work is prohibited by CCS Policy Code: 4310 Integrity and Civility
- [Honor Code](#)- Representing AI as your own work is considered an Honor Code violation. (CCS Student Code of Conduct- Class I Violations- Definitions)



Charting the Course Forward: A Roadmap for Responsible AI Integration

This section outlines the key steps CCS is taking to ensure responsible and effective AI implementation across our schools.

1. Building a Strong Foundation:

- **Updated Technology Use Policies** - We are revising our technology policies to encompass the unique considerations of generative AI. The [Responsible Technology Use Policy \(Including Generative AI\)](#),
- is comprehensive policy that will address specific guidelines for AI use in educational settings.
- **Implementation and Implications of Generative AI in Vendor Products** - We are carefully evaluating the implications of generative AI within the software and products used by our schools.

2. Selecting the Right Tools:

- **Evaluation and Selection Criteria**- We have established a clear set of criteria to guide the selection of AI technologies for our schools. These criteria prioritize:
 - Educational Value: Ensuring the chosen AI tools enhance learning outcomes and align with curriculum goals.
 - Student Safety: Prioritizing tools that promote responsible AI use and mitigate potential risks.
 - Cost-Effectiveness: Balancing the value proposition of AI tools with budgetary constraints.
- [Cumberland Evaluation Vendor Rubric](#) - This rubric provides a standardized framework for evaluating potential AI vendors and their products.

3. Ongoing Support and Collaboration:

- **Communication Channels**- We are committed to open communication throughout the AI implementation process. We will establish clear communication channels to keep stakeholders informed and provide opportunities for feedback.
- **School System AI Implementation Support Team**- A dedicated support team is available to provide guidance and assistance to schools as they integrate AI tools. (Link to contact information in final infographic)
- **Recommended Resources**- We have compiled a list of valuable resources (link to appendix) to guide your exploration of AI in education.

By following this roadmap, CCS is committed to navigating the exciting world of AI responsibly and effectively, ensuring a positive learning experience for all students.

Contact your county AI implementation support team (link to contact information in the final infographic) and access the recommended resources (link to appendix) to guide your district's successful AI journey!



Building a Responsible AI Framework

CCS is committed to establishing a comprehensive AI framework that prioritizes responsible use and student well-being. This framework will encompass several key components:

- **Teacher Training and Support:** CCS will provide comprehensive professional development opportunities for educators. Training will equip teachers with the necessary skills to leverage AI tools effectively in their classrooms, including best practices for prompting, data management, and mitigating bias. Ongoing support will be available to ensure educators feel confident and empowered when integrating AI into their lessons.
- **Student Data Privacy and Security:** CCS prioritizes the safety and security of student data. Our AI selection and evaluation criteria will prioritize tools that comply with all relevant regulations, including FERPA, COPPA, and IDEA. We will implement robust data management practices to safeguard student privacy.
- **AI Selection and Evaluation:** A clear set of criteria will guide the selection of AI tools for our schools. Age-appropriateness, alignment with curriculum standards, and ethical considerations will be paramount. We will prioritize tools that promote critical thinking, creativity, and responsible digital citizenship in students.
- **Collaboration with Stakeholders:** We believe in open communication and collaboration. We will actively engage teachers, parents, and the broader community throughout the AI implementation process. This will include forums for feedback, clear communication channels, and readily accessible resources.

This comprehensive approach ensures that AI integration in CCS schools is thoughtful, ethical, and benefits all stakeholders.



Empowering Educators and Students

To empower responsible AI use, CCS will invest time and resources in:

Teacher Training

- AI literacy professional development courses Canvas Course- link *Coming Soon*
- Strategies for integrating generative AI into instructional practices.
- AI curriculum development and lesson planning support

Student Skills

- Digital citizenship and AI ethics lessons
- Guidance on proper research, citation, and AI use practices
 - [CCS Guidance for Citing Use of AI](#)
 - [Generative AI Acceptable Use Scale](#)
- Opportunities to build AI skills aligned with future workforce needs

Community Engagement

- Parent/community AI information sessions
- Partnerships with local colleges/AI companies
- Stakeholder advisory committee on district AI plans



Visionary Leadership

State-Level Guidance and Support: The North Carolina Department of Public Instruction (NCDPI) recently released a [guidebook](#) for the use of generative artificial intelligence in public schools. AI literacy should be incorporated responsibly into all grade levels and curriculum areas as a tool to support learning.

CCS Guidance and Support: CCS has established an AI planning team to support responsible AI implementation. By providing comprehensive guidance and support, the CCS AI Planning Team is committed to fostering a responsible and enriching AI-powered learning environment for all students.

The AI Planning Team is dedicated to upholding the CCS core values of excellence, equity, innovation, integrity, collaboration, and compassion while relying on our organization's greatest strength: our people.

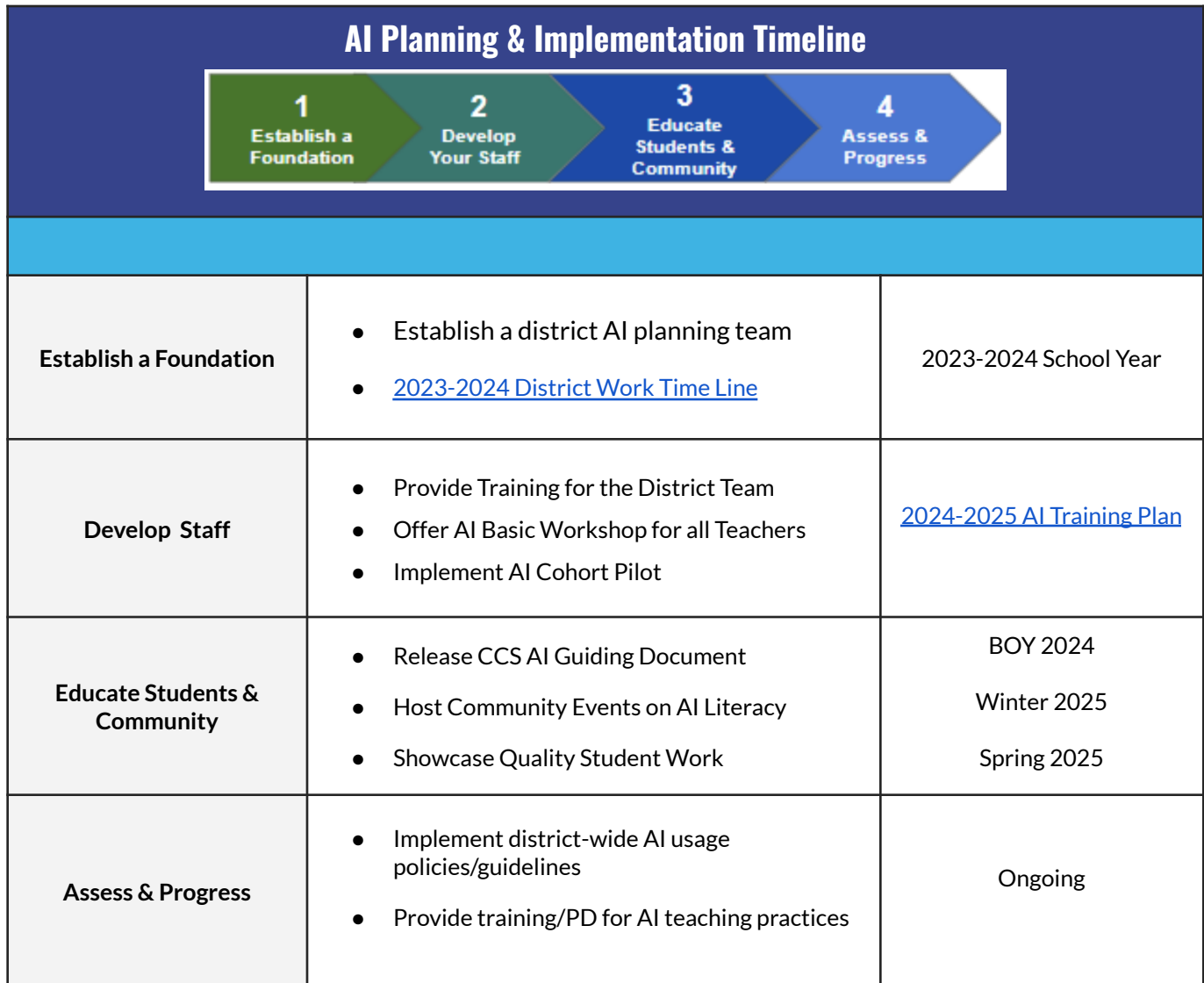
We will work to ensure responsible AI implementation, maximizing its promise for student learning, while mitigating risks. Our focus is on preparing future-ready students with the skills and knowledge to thrive in an AI-driven world.

School Action: As Generative AI becomes increasingly integrated into our world, equipping students with the skills to navigate and utilize it responsibly is crucial. We encourage all schools to leverage the wealth of resources provided by both the state and county teams. These resources can help schools develop a strong foundation for AI instruction.

Here's how your school can take action:

- **Review Resources:** Explore curriculum integration, data security, and teacher training materials.
- **Develop School Plans:** Create a customized AI implementation plan aligned with your school's needs and student population.
- **Support Teachers:** Provide ongoing professional development for effective AI use in the classroom.
- **Engage Community:** Collaborate with parents and students to ensure a successful AI implementation that benefits everyone.

What Does AI Implementation Look Like in CCS Going Forward?



Helpful Links to Share with Teachers and Students



Tools & Resources

- Teacher Infographic Page on AI use
- Student Infographic for AI Use (Include Dos and Don'ts)
- AI Chatbot Decision Tree (AI4Education)
- [Draft 6-12 Infographic](#)



District Guidelines

- [CCS Statement - Citing Usage of AI](#)
- [Technology Acceptable Use Policy](#)

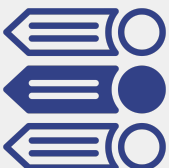
[Student Acceptable Use of Technology Agreement](#)

[Employee Technology Acceptable Use Agreement](#)



Information & Training Resources

- [North Carolina Generative AI Implementation Recommendations and Considerations for PK-13 Public Schools](#)
- [AI Course for Educators – AI for Education](#) (Free 2-hour Course)
- [Resources | AI Guidance for Schools Toolkit | TeachAI](#)



Next Steps

March-May 2024

- Spring Professional Development Online A.I.ming Higher: an Educator Primer to A.I.

June 18, 2024 - Summer Leadership

- Bill Daggett - Artificial Intelligence: The Future of Learning

August

- Share guidance at System-wide Professional development
- AI On Demand Professional Development Course
- Systemwide Professional Development

September

Online and Face to Face Professional Development Sessions

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