

GUIDE TO DEVELOPING AN AI POLICY AT YOUR SCHOOL

AI for Education

Guiding Questions

- How are students using Generative AI (GenAI)? How are teachers?
- What was the impact of the release of ChatGPT and other GenAI tools on your school?
- What are your biggest concerns about GenAI this year?
- What are the major ethical concerns your school has about GenAI?
- How can you adopt your current academic integrity policy to include GenAI?

KEY STEPS

- Create a common understanding of GenAI through AI literacy.
- Design a clear set of guidelines that work for both students and teachers.
- Partner with stakeholders to develop and socialize the policy.
- Identify that the policy is a work in progress.
- Provide examples of the policy in stakeholder specific language.

WHAT TO INCLUDE

Appropriate Use of GenAI Tools

Identify what types of assignments and assessments can be AI-assisted with teacher approval and which must be completed without GenAI support.

Tracking and Citing GenAI

Provide guidelines on how students and teachers should track and cite their use of GenAI for their schoolwork/practice.

Data Privacy and Security

Define what student, teacher, and school personally identifiable information (PII) is off-limits to GenAI tools.

Common issues to consider



AI grading can be unreliable due to hallucinations and bias implicit in GenAI tools.



GenAI detectors often fail by creating false positives or negatives and can penalize non-native English Speakers.



GenAI tools often hallucinate, making up incorrect information instead of saying I don't know.



AI tools can be overused or manipulated by students to do their work, impacting learning.

STRATEGIES FOR INTRODUCING THE POLICY AT THE...

Faculty Level

- **Faculty Meeting Presentation:**
Introduce the policy, and why it's important. Use relatable examples and case studies to drive discussion.
- **Policy Exploration Workshop:**
Organize a workshop where teachers can explore the AI policy in detail. Break the policy into smaller sections and facilitate discussions around each.
- **AI Policy Cafe:**
Set up different stations (like a cafe), each representing a part of the policy. Teachers rotate through the stations, discussing and brainstorming on each aspect of the policy.

School Level

- **Kick-off Assembly:**
Start the academic year with an engaging assembly. Use skits, videos, or interactive presentations to make it appealing for students and parents.
- **Peer Educators:**
Train a group of students to understand the policy thoroughly and let them become 'Digital Safety Ambassadors.'
- **AI Literacy Week:**
Designate a week for AI literacy and include the AI policy as a focal point. Plan various activities, such as poster making, debates, and essay contests.

Class Level

- **Case Studies:**
Use real or fictional case studies to explore the implications of following or not following the AI Policy.
- **Debate:**
Organize a debate on a relevant topic, such as "Does the AI policy limit creativity?" to encourage critical thinking about the policy.
- **Create an Infographic:**
Encourage students to create an infographic about the AI policy.
- **Personal Scenarios:**
Have students discuss or write about how they might apply aspects of the policy in their own lives, using personal examples.