Western Sierra Charter Schools
Artificial Intelligence Guidance

Introduction:
This guidance document outlines the responsible and ethical use of Artificial Intelligence (AI) within Western Sierra Charter Schools. It aims to leverage the potential of AI while mitigating its risks and ensuring a safe learning environment for all students and staff. This is part of our effort to equip our students and staff with AI literacy for the future. The skills that are developed in the classroom today are essential for tomorrow's workforce. Ignoring dynamic trends would leave the students ill-equipped to navigate the demands of tomorrow's ever-changing landscape. Much like the lightbulb, the automobile and computers have all shaped society, AI will also shape society.

Ethics:
- As students explore the use of AI in their daily lives, it should enhance how they learn, examine, create (i.e. art) and interact with knowledge.
- AI should never replace the natural struggle of learning and acquiring knowledge. It is the duty of the students to produce ORIGINAL work samples for all of their assignments in every class.
- Users must not use AI tools to create or distribute harmful, misleading, or inappropriate content.
- When students are granted permission to use AI by their teacher, they shall do their due diligence to cite it properly.

Safeguards & Privacy:
- Several AI tools require learners to create an account. Many of those accounts require the user to be 13 years or older. Other resources require the user to be 18 years or older.
- It is the responsibility of the learner to only use products that are acceptable based on their age.
- It is the responsibility of each user to get permission from their parents/guardians before using any AI resource.
- It is the responsibility of the parents/guardians to read our current AI guidance, monitor use of AI tools at home, and seek guidance from teachers as needed.
- Parents/guardians should examine the "completed work" of their students to ensure the authenticity of their work.
- Independent Study courses need parent/guardian and advising teacher approval for the use of AI in any capacity.
- Students and teachers should NOT submit private, sensitive data into AI tools. This data includes [but is not limited to] name, age, date of birth, phone number, email, address, social security number, prior work experience, etc.

- Any personal data that is shared with any AI tool can be used by those companies in any way they see fit. This poses a safety concern.
- Original work submitted to AI may be used by AI companies.
- Users are not allowed to submit any pictures of themselves or others unless prior permission from the subject and their parent/guardian permission has been granted. Written permission is needed [text or email are fine].

Bias:
- AI represents computer-generated responses. Such information could include images, dates, historical data, social perspectives. Ultimately, these are formed based on the biases of the original author and societal trends. Such ideas could impact the outcomes of those original queries.
- Responses generated by AI could be missing information and provide inaccurate information.
- It is the responsibility of the learner to evaluate search outcomes. They may consider talking to their parents, relatives, a mentor, or a teacher when evaluating the merit of such content.

Teacher Training:
- Western Sierra Charter Schools will equip teachers with essential training to stay informed about AI.
- Western Sierra Charter Schools will train and provide resources to teachers on AI tools that will enhance the classroom and instruction.

Student/Family Preparedness:
- Western Sierra Charter Schools will provide students and families with tools and resources to stay informed about AI.
- It is the responsibility of each student and family to review any details in the course syllabus that outline acceptable/unacceptable use related to AI for each class.
- It is the responsibility of each student and family to ask the teacher questions about any class syllabi if anything is uncertain.

Governance:
- Teachers will communicate with their students the approved AI practices [if any] for their courses.
- If the teacher has not given written permission to use AI for any particular assignment, it is recommended that the learner email his/her teacher for permission. The student shall keep this digital communication for his/her records.
- For any student who is concurrently enrolled in an adjacent program [community college for example], it is the responsibility of each student and family to consult the course syllabus for any policies related to AI.

- If the learner has been given written permission to use AI on a particular assignment, the learner shall adhere to any specifics that were outlined by the instructor as to how to cite, download, copy, or share the information.
- **Using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. See WSCS Statement on Cheating and Plagiarism.**
- When MLA, APA, or other citations are required any instructor has the right to request more information about the search that was conducted and the data encountered with said search/es.

Prohibited Uses of AI:
- Bullying and harassment: Under no circumstance will bullying or harassment, with the use of AI, be tolerated: person's voice, person's altered voice, person's likeness, person's altered likeness, etc. Some examples include [but are not limited to] audio file, music file, video file, image, document, slide deck, presentation, etc.
- Bullying and harassment: Under no circumstance will bullying or harassment, with the use of AI, be tolerated in any form on social media.
- Bullying and harassment: Under no circumstance will bullying or harassment, with the use of AI, be tolerated in printed form. Students shall not print their final work and display it anywhere.
- Bullying and harassment: Under no circumstance will bullying or harassment, with the use of AI, be tolerated across personal or school devices: phone, ipad, computer, television, etc.
- AI tools will be used for educational purposes only. Misuse or malicious use of AI technologies will lead to disciplinary action.
- AI shall not be used on exams or quizzes.
- AI shall not be used on any school assignment without written permission from the student's teacher.
- Using AI for cheating or plagiarism will not be tolerated. See WSCS Statement on Cheating and Plagiarism.

Consequences:
- Violating any of these AI behavioral expectations may result in a Non-Compliance letter and/or termination of enrollment.
- Using AI for academic fraud (cheating or plagiarism), may result in the following:
  - 1st offense:
    - Student receives a Non-Compliance notice
    - Student receives a failing grade on the assignment
    - Student's semester grade in that course is automatically lowered by one grade
  - 2nd offense:
    - Student is dis-enrolled from school with the Non-Compliance exit letter in CUM file stating reason

- - ■ Student receives a failing grade in the class in which he or she cheated

Revisions and Review:
- ● As AI continues to evolve, revisions shall be instituted as necessary.

END OF DOCUMENT
Last updated: 04.15.2024