Combined Policy on the Appropriate and Acceptable Uses of AI in Written Work and Academic Assignments, with Academic Honesty and Integrity Policy

Introduction:
Barrington Public Schools (BPS) supports a safe and equitable learning environment. The purpose of this policy is to provide guidelines for academic integrity and honesty in student work. Additionally, this policy provides guidance for students regarding the appropriate and acceptable uses of Artificial Intelligence (AI) tools in their written work and academic assignments while upholding academic integrity and promoting ethical practices. This policy also incorporates restorative justice practices to address violations and encourage learning opportunities. BPS acknowledges that AI is rapidly changing and commits to an annual review of this policy. As an integral component of the annual review, BPS will provide educators with professional development on the policy specifically, and the use and purpose of AI within instruction.

II.DEFINITIONS
Academic Honesty – Honesty involves truthfulness, transparency, and the absence of deception or fraud. In an academic context, honesty entails representing one's work and ideas accurately and giving proper credit to the sources of information or ideas used in research and assignments. It also involves refraining from plagiarism, cheating, and any form of academic dishonesty.

Academic Integrity - Academic integrity refers to the ethical framework and set of values that guide individuals to maintain honesty, fairness, and responsibility in their academic pursuits. It involves a commitment to producing one's own work, properly citing sources, and adhering to the rules and guidelines set by educational institutions to ensure that learning and assessment processes are conducted with honesty and fairness.

Artificial Intelligence (AI) - Artificial intelligence (AI) refers to the field of computer science and technology that focuses on the development of systems and software capable of performing tasks that typically require human intelligence. This includes but is not limited to tools for writing and academic work, as well as assistive technologies designed to provide support to individuals with various needs.

Attribution – **is** giving credit or acknowledgment to the original source or creator of something, such as an idea, work, or piece of content. It involves identifying and providing information about the origin of a particular element within a larger work or a specific contribution made by an individual or entity.

Cheating involves the unauthorized use of information, materials, devices, sources or practices in completing academic activities (papers, projects, class assignments, exams/tests).

Ethics in Work Production and Writing are principles and standards that guide individuals in creating content, research, and written materials in an honest, responsible, and socially acceptable manner. It involves the following key principles:

a. Upholding the truth and accuracy in all aspects of work and writing, including reporting facts and citing sources accurately to avoid misrepresentation or deception.
b. Properly crediting and acknowledging the sources of information, ideas, or contributions from others to avoid plagiarism and respect intellectual property rights.
c. Striving to produce original and creative work while avoiding the unauthorized use of others' work or ideas.
d. Being clear and transparent about any conflicts of interest, biases, or funding sources that may influence the work or writing, ensuring that readers or users are aware of potential biases.
e. Respecting the privacy and consent of individuals who may be subjects of research or whose personal information is included in the work, following ethical guidelines for data collection and usage.
f. Ensuring that work and writing consider diverse perspectives and do not promote discrimination, stereotypes, or harm to any group based on race, gender, religion, or other characteristics.
g. Considering the broader societal impact of the work or writing and taking steps to minimize harm and maximize benefit to society.
h. Taking responsibility for one's work and writing, including addressing any errors, inaccuracies, or ethical violations promptly and transparently.

Generative AI and GPTs- "Generative artificial intelligence (AI) is a class of AI that will generate, or create, new and original data. It can make images, videos, music, text and more, all without the aid of a human. . .True to the word "generative", it generates new work every time it fulfills a request." - Matt Miller, 2023. "Lots of AI assistants, including ChatGPT, are powered by GPT. It's *generative* because it has learned from a massive dataset. It's *pretrained* because it has learned from a massive dataset. And it's a *transformer* because it transforms its results into language that feels natural to the user." - Matt Miller, 2023. There are many examples of Generative AI currently available, and the list is growing rapidly. Some familiar examples are ChatGPT, Baird, Grammarly, QuillBot, just to name a few.

Plagiarism is a form of academic dishonesty where a student intentionally takes and/or uses another's published or unpublished thoughts, ideas, or writings as their work. Verbatim repetition or paraphrasing, without acknowledgment, of another person's writing, work, or research is also plagiarism.

Misrepresentation includes any fabrication or false presentation of data, quotations, sources, or other information.

Aiding or abetting includes helping another student to cheat, plagiarize, misrepresent, or otherwise engage in academic dishonesty.

Asking, Persuading, or Coercing another student to engage in any of the behaviors listed above violates this policy.

In the elementary levels, students will be given general guidance and teaching about the importance of doing their work and seeking help when needed. Educators will help guide students to be responsible for their work.

In the middle and high school levels, students will sign an Academic Integrity agreement at the start of each trimester/semester with associated teaching about the importance of academic integrity, including the definitions of what constitutes a breach in academic integrity.

At all levels, the teaching/discussion will be guided by material from Common Sense Media or a similar program. Students who are found to have violated this policy will be directed to the principal or designee to develop consequences based on restorative justice, recognizing that cheating can be used as a teachable moment. Each school will develop and maintain a protocol within the school handbook and post it on each website to allow the rewriting of a paper or the retaking of a test. The protocol will outline the requirements for re-submission and the requisite restorative justice practices, including a section identifying steps for repeat violations of this policy. The report will remain confidential if a student reports concerns regarding another student's actions to a staff member.

Policy Guidelines:

1. Originality and Attribution:
   a. Students must produce original work, demonstrating their thinking, ideas, and understanding of the subject matter.
   b. Proper attribution and citation of any external sources or AI-generated content incorporated into their work using AI tools is mandatory.
2. Understanding and Verification:
   a. Students will be instructed on how to determine the accuracy of sources.
   b. Students should strive to understand and verify the output generated by AI tools before incorporating it into their work.
   c. Relying solely on AI-generated content without comprehension or critical analysis is not considered academically sound. Students must ensure that the AI-generated content aligns with their understanding and knowledge.
3. Academic Integrity:
   a. Cheating, copying the work of another, plagiarism, misrepresentation, or aiding and abetting academic dishonesty **in any form** is strictly prohibited.
   b. Proper citation is required **regardless of the source**, including AI-generated content, including data, text, or ideas, must be provided, following the designated citation style or academic conventions.
4. Collaboration:

     a. Students often collaborate with their peers. Collaboration is at the discretion of the teacher, who will define the degree of collaboration allowable on assignments, projects, homework, and tasks, and assessments, such that each student is responsible for the production of their own content.

     b. Collaboration among students in utilizing AI tools is allowed when it aligns with the instructor's guidelines and the assignment requirements, as determined and communicated by the instructor.

     c. However, the final work submitted must reflect individual effort and understanding. Students should refrain from excessively relying on collaborative AI-generated content that compromises their independent thinking and learning. The District will adhere to the percentages in the Green and Blue Range on TurnitIn..

5. Instructor's Guidelines:

     a. Students must adhere to the guidelines of instructors regarding all aspects of this policy regarding academic integrity and honesty with or without the use of AI.

     b. Students must adhere to the guidelines provided by their instructors regarding the use of AI tools in specific assignments or courses.

     c. Instructors may restrict the use of AI tools. Instructors will inform students when they are able to use AI and when it is prohibited. If an instructor allows specific tools, and not others, they will inform students of which tools are allowed.

     d. Instructors will be provided the opportunity for training annually on Turnitin and on the rapidly changing field of AI in Education.

     e. Instructors will allow students to submit to Turnitin as a draft prior to a final submission.

     f. Instructors will set Turnitin so that it does not include properly cited quotations in the Turnitin Percentages, or specifically inform students of their expectations with quotations.

     g. Instructors will teach students how to cite the use of AI, when they allow its use.

Restorative Justice Practices:

Restorative Justice is a philosophy and approach to addressing conflicts and wrongdoing that prioritizes repairing harm, promoting accountability, and fostering healing for all parties involved. Key components of restorative justice include open dialogue, empathy, and active participation of those affected by the wrongdoing.

For students who violate the policy on the appropriate and acceptable uses of AI, the below restorative justice practices will be implemented. Violations tracking will occur for the student's history in the school (i.e. middle school, high school). The building principal is the deciding body at the school level. In the event of the potential for discretion due to extenuating circumstances, the Superintendent will make the final decision.

1. First-time Violation:

a. The student will be informed of the violation and allowed to reflect on their actions and re-submit their work without AI. In the event that the student used AI to complete the entire assignment for them, the principal may determine that it is appropriate to move to the second or third level of consequences, immediately, based on their findings.
   b. The student must participate in an educational workshop or training session focused on academic integrity and responsible use of AI tools.
   c. A confidential meeting with the instructor or designated staff member may be arranged to discuss the violation, address concerns, and offer guidance for future academic work.
   d. Parents will be notified
2. Second Violation:
   a. The student will be notified of the violation and required to meet with the instructor, administrator, a designated staff member, or an academic integrity committee.
   b. The confidential meeting will involve a restorative justice process, allowing the student to reflect on their actions, understand the impact of their behavior, and develop a plan for personal growth and improvement. A parent meeting will be held with administrators.
   c. The highest grade a student can receive on the assignment is a 70. To calculate the teacher will grade the paper and then adjust so the grade is no higher than a 70.
3. Third and Future Violations:
   a. Consequences may include additional educational interventions, academic penalties, or further disciplinary actions deemed appropriate by the school principal.
   b. A student may receive no higher than a 59 at this point.

Middle School Specific Statement
A middle school child is just learning how to cite, reference, paraphrase, etc. BMS represents a learning opportunity for teachers to instruct students how to use AI responsibly and responsibly represent AI when it is used.

As such, the BMS team will include the use of AI in instruction/curriculum as a first level of intervention (Ie. Tier I). This can be achieved through the media-center specialist, advisory, or into daily core instruction. Prior to students being told what not to do, students need to first understand what they can do. This approach will provide all students a common understanding of what AI is, how it is used, and then, what happens if it is used incorrectly.
Students who are repeat offenders (3 or more times) will then follow the outlined progressive discipline above, appropriate for middle school-age students.

Implementation and Appeals:
The implementation of this policy will be overseen by the school administration and academic integrity committees, as applicable. Students who wish to appeal any decisions or

consequences related to violations of this policy may follow the District Appeals Policy outlined in the District Policy Manual on the District Website.

First Read 10/12/2023
Approved 10/19/2023

Student Acknowledgment Form: below

Student Acknowledgment Form:

I, [Student Name], have read and understood the policy on the appropriate and acceptable uses of AI in written work and academic assignments, including the restorative justice practices for offenders. I acknowledge that:

- I am responsible for producing original work that reflects my understanding, ideas, and knowledge.
- I will properly attribute and cite any external sources or AI-generated content incorporated into my work when using AI tools.
- I will strive to understand and verify the output generated by AI tools before incorporating it into my work, ensuring it aligns with my comprehension and analysis.
- I understand plagiarism is strictly prohibited, and I will not pass off AI-generated content or work created by others as my own.
- I will collaborate with other students in utilizing AI tools only as permitted by the instructor's guidelines and the assignment requirements. I will ensure that my final work reflects my effort and understanding.
- I will comply with any additional guidelines provided by my instructors regarding the use of AI tools in specific assignments or courses.
- I understand plagiarism is strictly prohibited, and I will not pass off AI-generated content or work created by others as my own.
- In the event of a violation, I understand that restorative justice practices may be implemented. I am committed to actively engaging in the process to learn from my actions and grow as an ethical scholar.

Turn It In Similarity and AI Percentages will be based on the Green and Blue Percentages published by Turn-it-In

Turn It Plagiarism Percentage: _____
AI Content Percentage (must be within the Green and Blue Bands in Turn It In): _____

By signing below, I affirm that I will abide by the abovementioned policy, understand the importance of responsible and ethical use of AI in my academic work, and acknowledge the restorative justice practices in place.

Student's Signature: _____
Date: _____

Please retain a copy of this acknowledgment form for your records.