



POLICY

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Use of Artificial Intelligence - Generative AI

2365 USE OF ARTIFICIAL INTELLIGENCE - GENERATIVE AI

Artificial Intelligence is the broad field of machines that act intelligently, while generative AI is a specific subset focused on creating new, original content, such as text or images, rather than just analyzing existing data. Traditional AI classifies or predicts data, whereas generative AI uses deep learning to produce novel outputs. AI, as referenced in this policy, refers to generative AI.

The Haddonfield Board of Education acknowledges that generative Artificial Intelligence can, when used responsibly and ethically, serve as a valuable resource for enhancing educational opportunities, improving district operations, and equipping students with essential skills for a future that requires adaptability, critical thinking, and digital literacy. When integrated and used responsibly, generative AI contributes to dynamic and engaging work and learning environments.

While generative AI technology can help automate tasks, improve decision-making, and perform complex tasks, it also presents challenges related to accuracy, academic honesty, reliability, privacy, information security, and data protection. The board's intent in adopting this policy is to ensure that generative AI technology is not used as a substitute for learning. As such, this policy provides guidelines for the board, staff, and students' use of generative AI technology in a secure, responsible, and confidential manner that aligns with the district's values, adheres to applicable legal and regulatory standards, and promotes the safety and well-being of the school community.

Guidelines for Use - General

- A. The chief school administrator shall ensure the development of a district generative AI Plan.
 1. The district generative AI Plan shall include additional guidelines and information necessary and appropriate to ensure that generative AI technology is used in a legal, ethical, and responsible manner. The plan may also be used to address the evolving landscape of generative AI and related developments.
 2. The district shall identify generative AI technologies and uses that align with the philosophy set by the board above and meet the district's guidelines for generative AI technology use as outlined in this policy. The district will generate a list of approved generative AI systems and make it available to students and staff annually.
 3. Review/approval of generative AI technology use by the BOE Curriculum and Policy committees should consider factors, including, but not limited to, whether such generative AI technology:
 - a. has a privacy setting where data resharing can be limited or blocked;
 - b. meets current student data privacy standards;



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- c. can be offered/accessed in an equitable manner by students and/or staff;
- d. has any inherent bias, and if so, whether such bias can be minimized or eliminated;
- e. has safeguards in place to confirm that accurate and factually correct information is provided; and
- f. conforms with all use criteria as outlined in this policy and/or the district generative AI Plan.

B. Generative AI technology users are prohibited from:

- 1. Using generative AI technology to access, create, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others.
- 2. Sharing confidential information, or personally identifiable information, with generative AI technology regarding another student, staff member, or other person. Generative AI information may not be shared with the intent to threaten, intimidate, harass, or ridicule another person. Personally identifiable information includes, but is not limited to, a person's name, address, email address, telephone number, social security number, physical or facial "likeness", or other information that can potentially be used to identify the subject of the disclosure.
- 3. Using generative AI technology in any way that violates the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and any other applicable state or federal laws or regulations.
- 4. Whenever a user is found to have violated district policy, the principal or designee may implement appropriate discipline or remediation. Improper use of generative AI technology may also result in civil, administrative, or criminal action in accordance with applicable laws.

C. The chief school administrator or their designee will ensure that parents/guardians are informed of the use of generative AI technology within the curriculum.

D. The board emphasizes the importance of academic integrity when using generative AI technology. Student users are expected to use generative AI technology, when permitted by teaching staff, as a supplemental tool for brainstorming, clarifying concepts, and improving understanding. Any generative AI-generated content should be properly cited, and students should be transparent about their use of generative AI technology in academic work. As in any case where a student incorporates words, thoughts, claims, and/or data not created by the student into assignments, it is



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mandatory to cite reliable sources, such as textbooks, scientific papers, scholarly books and articles, and reputable educational websites.

- E. Violation(s) of these guidelines may result in discipline in accordance with the district's student code of conduct.

This policy shall be reviewed annually to ensure it remains properly aligned with evolving educational practices, advancements in generative AI, and changes in applicable laws and regulations.

Feedback from teachers, students, parents, and other stakeholders may be collected to inform ongoing improvements and adjustments to this policy and/or the generative AI Plan.

Legal References:

Internet Safety, Children's Internet Protection Act (CIPA – Federal) –
47 U.S.C. Sec. 254

Children's Internet Protection Act Certifications - Title 47, Code of Federal Regulations
– 47 CFR Sec. 54.520

Children's Online Privacy Protection Act (COPPA) – 15 U.S.C. Sec. 6501 et seq.

U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.

Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256

Family Educational Rights and Privacy Act (FERPA) – 20 U.S.C. 1232g

Family Educational Rights and Privacy Act (FERPA) Regulations – Title 34, Code of
Federal Regulation - 34 CFR Part 99

Individuals with Disabilities Education Act (IDEA) – 20 U.S.C. Sec. 1400 et seq.

Individuals with Disabilities Education Act (IDEA) Regulations – Title 34, Code of
Federal Regulations - 34 CFR Part 300

Enhancing Education Through Technology Act – 20 U.S.C. Sec. 7131

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.



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Nondiscrimination on the Basis of Disability in State and Local Government Services – Title 28, Code of Federal Regulations, 28 CFR Part 35

Nondiscrimination on the Basis of Public Accommodations and in Commercial Facilities – Title 28, Code of Federal Regulations, 28 CFR Part 36

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance – Title 34, Code of Federal Regulations – 34 CFR Part 104

New Jersey Department of Education Guidance on generative AI, available at [https://www.nj.gov/education/innovation/generative/generative AI/index.shtml](https://www.nj.gov/education/innovation/generative/generative%20AI/index.shtml)

N.J.S.A. 10:5-1, et seq.	New Jersey Law Against Discrimination
N.J.S.A. 18A:37-13, et seq	Anti-Bullying Bill of Rights Act
N.J.S.A. 2C:33-4.1	New Jersey Law Against Cyber Harassment
N.J.S.A. 18A:36-35	Disclosure of certain student information on the Internet is prohibited without parental consent
N.J.S.A. 18A:36-40	Written policy concerning electronic communications between school employees and students
N.J.S.A. 18A:6-128	Ongoing professional development; corrective action plan
N.J.S.A. 18A:6-130 et seq.	Professional development
N.J.S.A. 18A:40A3	Initial in-service training programs; curriculum;
N.J.S.A. 2A:38A-1 et seq.	Actions for computer-related offenses
N.J.S.A. 2C:20-25	Computer criminal activity; degree of crime;
N.J.S.A. 18A:7A-10 et seq.	New Jersey Quality Single Accountability Continuum for Evaluating School Performance
N.J.S.A. 18A:36-35	School Internet websites; disclosure of certain student information prohibited
N.J.S.A. 18A:36-39	Notification by school to certain persons using certain electronic devices; fine
N.J.A.C. 6A:7-1.6	Professional development



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- N.J.A.C. 6A:9C-1.1 et seq. Required professional development for teachers. See particularly: N.J.A.C. 6A:9C-4.1 through -4.4
- N.J.A.C. 6A:10-2.4 Evaluation procedures for all teaching staff
- N.J.A.C. 6A:10-2.5 Corrective action plans for all teaching staff
- N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
- N.J.A.C. 6A:16-7.7 Harassment, Intimidation, and Bullying
- N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Adopted: September 24, 2026

BOE Revised Date: August 20, 2026

BOE Approved Date: September 24, 2026



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Guidelines for Use – Staff

- A. Staff shall receive professional development on the use of generative AI technology in the classroom. Staff will be trained on generative AI technology as it relates to the following:
1. ethical professional use;
 2. capabilities and limitations;
 3. critical analysis of content produced;
 4. How to monitor and evaluate student inputs into generative AI technology;
 5. parameters established by the district for integrating generative AI technology into classroom/instructional design;
 6. confidentiality; and
 7. other content as deemed appropriate by the chief school administrator or designee.
- B. Staff may use only Generative AI Platforms approved by the Haddonfield Board of Education and accessed via official Haddonfield School District accounts (Google Workspace for Education) to ensure the tools meet the criteria of the Acceptable Use Policy, including that data is not used to train or improve AI models. Approved AI Systems include:
1. Staff
 - i. Gemini Notebook (formerly Notebook LM)
 - ii. Gemini
 - iii. Claude for Teachers

Requests for additional platforms must be submitted to and approved by the Haddonfield BOE via the BOE Curriculum Committee.

- C. Teaching staff in grades 6-12 shall clarify whether students are prohibited from using generative AI on assignment(s) and shall guide and monitor student use of generative AI, educating students about its responsible and ethical use, limitations, and potential biases.



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- D. Teaching staff shall not replace core curriculum materials and assessments with AI-generated content, or use AI to score or assign grades to student work without human review. AI may be used to supplement, not replace, the human grading element. Teachers must disclose when AI was used in the grading/evaluation process.
- E. To support academic integrity and promote adherence to these guidelines, the board permits the use of generative AI detection tools to identify potential academic integrity issues, but prohibits reliance on their results as the sole basis for academic integrity determinations.
 - 1. If a teacher suspects plagiarism or academic dishonesty involving AI in a student's assignment, they are to document this concern through the school-level disciplinary infractions process in accordance with this policy. Alleged violations are reported to an administrator, who will conduct a prompt preliminary review. Any student's use of AI that violates the explicit instructions or requirements of the course/classroom teacher may be considered academic dishonesty.

Guidelines for Use – Students

- A. Building principal(s) shall ensure that student users of generative AI technology receive instruction and/or guidance on the following:
 - 1. expectations regarding the appropriate use of generative AI technology;
 - 2. the capabilities and limitations of generative AI technology;
 - 3. critical analysis of content produced by generative AI technology;
 - 4. how to disclose, use, and cite generative AI technology resources;
 - 5. The importance of not disclosing personally identifiable information when using generative AI technology
- B. Use of generative AI is significantly restricted in grades K-5 and where permissible, may only be used under the direct guidance of the classroom teacher. Student use of generative AI technology at all levels in the classroom or on class assignments shall align with individual teaching staff instructions and use expectations. All GenAI use must be aligned with this policy.
 - 1. **Elementary (PS-5):** Generative AI use is prohibited for elementary learners. GenAI literacy at this stage may focus on awareness and education.
 - 2. **Middle School (6-8):** Learners may begin engaging with district-approved GenAI platforms in structured, teacher-supervised applications. GenAI should be explicitly scaffolded with clear explanations of how the tools work, the potential



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positive and negative impacts of their use, and the importance of critical thinking and reflection when using them. Students shall critically evaluate when GenAI is helpful and when it is not, analyze tools and outputs for efficacy, practice ethical decision-making, and engage in reflection and dialogue about responsible use.

3. **High school (grades 9-12):** Learners at this stage engage in more independent use of GenAI tools, supported by continued scaffolding and increasingly sophisticated exploration of risks and benefits, responsible and human-centered use, ethics, and societal implications, and the skills required for navigating college or the workforce. Students should also clearly align decisions about GenAI use to their personal goals, needs, and values.
- C. The board emphasizes the importance of academic integrity when using generative AI technology. Student users are expected to use generative AI technology, when permitted by teaching staff, as a supplemental tool for brainstorming, clarifying concepts, and improving understanding. Any generative AI-generated content should be properly cited, and students should be transparent about their use of generative AI technology in academic work. As in any case where a student incorporates words, thoughts, claims, and/or data not created by the student into assignments, it is mandatory to cite reliable sources, such as textbooks, scientific papers, scholarly books and articles, and reputable educational websites.
- D. Students in grades 6-12 may only use AI platforms approved for use via HSD-issued devices via Google Workspace for Education, ensuring that prompts, conversations, or generated content are not used to train or improve its AI models.
 1. Gemini Notebook
 2. Gemini (AP Computer Science A and Computer Science Apps 1 and 2 only)
 3. GitHub CoPilot (AP Computer Science A and Computer Science Apps 1 and 2 only)Requests for additional platforms must be submitted to and approved by the Haddonfield BOE via the BOE Curriculum Committee.
- E. Violation(s) of these guidelines may result in discipline in accordance with the district's student code of conduct.

Adopted: 9/24/2026

BOE Approved Date: 9/24/2026