

USE OF ARTIFICIAL INTELLIGENCE (AI)

Maggie L. Walker Governor's School (MLWGS) is committed to addressing the increasing availability of Artificial Intelligence (AI) in educational spaces in ways which advance our mission and vision, and enhance students' intellectual development and learning experiences.

Maggie L. Walker Governor's School is also committed to continuing to infuse teaching and learning in each school department with discipline-specific sensibilities that inform how to prepare students as thinkers, contributors, innovators, and leaders in those respective fields.

These commitments are reflected in a schoolwide policy governing the use of AI, with each department developing content-appropriate regulations for student use of AI informed by a set of shared principles and values.

This policy outlines a set of principles and values and is intended to inform the development of such guidelines. In response to regulations referenced in this policy, each academic department will develop content-appropriate student regulations about the use of AI tools. Those regulations, collectively, will make up the school's AI regulations for students.

Part 1: Principles and Values

Regulations about student use of Artificial Intelligence (AI) developed by each academic department to apply within their department should reflect consideration of the following principles and values:

1. Encourage only responsible and ethical uses of Artificial Intelligence (AI) tools that do not undermine learning objectives.
2. Prioritize, guide, and encourage only uses of AI tools which continue to value human expertise and human experience.
3. Align with the privacy, security, and data protection practices in Policy 3045: [Acceptable Computer System Use \(Student\)](#) and [Technology Use Guidelines](#) (3045-R).
4. Be attentive to existing and emerging ethical, legal, and environmental concerns about the creation, use, and impacts of AI tools.
5. Emphasize responsibility and careful examination of AI use. This responsible, careful approach is necessary to uphold the first four principles and values.
6. Allow for re-assessment and revision in response to the rapidly changing and expanding AI industry, as well as evolving concerns around AI tools. This iterative approach is necessary to uphold the first four principles and values.

Part 2: Departmental Regulations for Student Use of AI

In accordance with this policy, each academic department will develop a single document to be included in course syllabi. Each document must contain specific guidelines that apply within that department and/or specific courses in that department. Regulations will be revisited and renewed or revised as needed.

The Departmental Regulations for Student Use of AI developed by each academic department and included in corresponding course syllabi will include:

- Acceptable and unacceptable student uses of AI for submitted work. These regulations must be harmonized with [Policy 4000: Honor Code](#) and may include variances to cover specific courses within that department.
- For courses with assignments that require citations, these regulations should cover proper citation format and expectations for student citation of AI use. These regulations may allow instructors to establish specific citation requirements on a course-by-course basis.

Part 3: Guidelines for Teacher Use of AI

To ensure that if AI tools are used, they are integrated in ways that enhance student intellectual development or learning experiences and protect privacy, teachers will commit to:

- Consider how AI may facilitate the creation of multiple versions of assessments or differentiated editions of instructional materials to meet students' learning needs.
- Evaluate AI output to ensure it is accurate and aligned with professional expectations and model this human-centered approach for students.
- Share their own discernment process with students regarding whether, and if so, in what context, they use AI tools to support instruction.
- Protect the privacy of personally or institutionally identifiable information about themselves or their students with any AI tool.
- Be mindful of potential bias in any output generated by AI tools.
- Acknowledge there is much to learn about AI and model continuous learning for students and colleagues.

Part 4: Guidelines for Staff Use of AI

To ensure that if AI tools are used, they are leveraged in ways that support the mission and vision of MLWGS and protect privacy, staff will commit to:

Consider ways in which AI tools may further the mission and vision of MLWGS.

- Explore ways in which AI tools may improve operational efficiency, such as in data analysis applications.
- Share their own discernment process with colleagues regarding whether, and if so, in what context, they use AI tools in their work.
- Protect the privacy of personally or institutionally identifiable information about staff, students, and family with any AI tool.
- Strive to ensure the use of AI tools is free from bias and be transparent about which AI tools they use to interpret, analyze, or synthesize school data.
- Acknowledge there is much to learn about AI and model continuous learning for students and colleagues.

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