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# AI USE GUIDELINES

AI-assisted in the creation of this resource

# INTRODUCTION

With the emergence of artificial intelligence (AI), the million-dollar question in education is how best to respond. This broad question prompts many underlying uncertainties: Will AI replace teachers? Is AI use by students considered cheating? How does a school justify AI use by staff if it prohibits use by students? How would an AI ban impact students' future workforce and post-secondary prospects? Does a school need AI guidelines or policies if it doesn't create specific rules for other technologies? These are just snapshots of the debates, challenges, and possibilities weighing on educators nationwide. As an online school, the North Dakota Center for Distance Education (NDCDE) has been profoundly impacted by the controversy and promises of AI. This is compounded by the common assumption that students access and use such tools more frequently in a virtual learning environment.

Our leadership team has dedicated countless hours to researching, networking, and learning about AI to make an informed decision about our philosophical approach to its use in our educational environment and daily operations as a state agency. Based on this work, we believe the best strategy is to embrace AI with clear parameters for our students and staff. This ensures we take a thoughtful, measured, ethical, and safe approach to integrating AI tools into our online classrooms and remote work environment. It was consequently incumbent on us to draft these guidelines for **students** and **staff**, which will likely evolve as AI continues to learn and grow exponentially daily!

It is noteworthy that we used AI in the development of these guidelines. We leveraged the best work that has been done to date on AI guidelines within education, asking a large language model to compare these guidelines to NDCDE's Academic Honor Code & Integrity Policy and the State of North Dakota's AI Use Guidelines, adjusting the output to align more closely with our unique context and our philosophical decisions related to harnessing this technology.

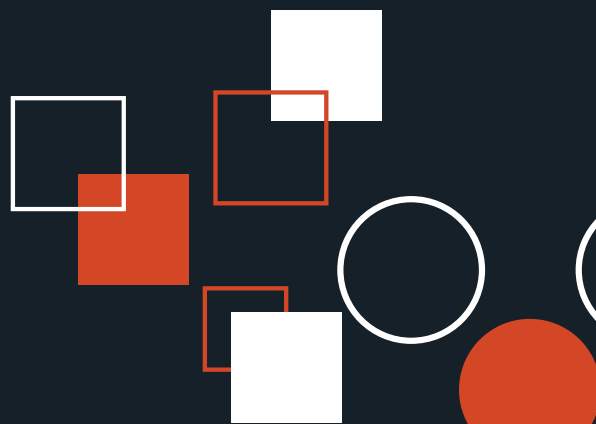
Sal Khan best articulates our thinking about AI at NDCDE with the following quote from his recent book, *Brave New Words*: "AI is not here to steal the show from teachers; it's here to help teachers steal the show. It's the trusty wingman that tackles the boring stuff, sparks creativity, supercharges lessons, and helps educators craft unforgettable learning experiences that light up students' minds." At NDCDE, we are committed to capitalizing on AI's potential to enhance education while maintaining the highest standards of academic integrity and ethical use. We look forward to navigating this journey together, ensuring that AI serves as a valuable tool for all members of our educational community.



**Alyssa Martin, Ph.D.**  
NDCDE State Director



**Jessica Enderson**  
NDCDE Assistant  
State Director





# STUDENT AI USE GUIDELINES

## Overview

The North Dakota Center for Distance Education (NDCDE) aims to integrate Artificial Intelligence (AI) tools into our educational framework while upholding the highest standards of academic integrity as outlined in our Academic Honor Code & Integrity Policy. These guidelines outline acceptable and unacceptable uses of AI tools to ensure that students use these technologies responsibly and ethically and provides resources to assist with use.



## Acceptable Uses of AI Tools

- **Brainstorming and Refinement:** AI tools can assist in generating ideas for projects, essays, and other assignments and refining work before submitting it.
- **Grammar and Spelling Checks:** AI can help students identify and correct grammatical errors and improve their writing.
- **Language Translation (outside of world language classes):** AI tools can be used for translation purposes in non-language-specific assignments.
- **Digital Image Search:** Students can use AI to find and utilize images for educational purposes, ensuring proper citation.
- **Tutoring and Studying:** AI can provide additional explanations, practice problems, and study aids to help students better understand course material.

# STUDENT USE, CONT.



## Unacceptable Uses of AI Tools

- **Essay Generators:** Using AI to generate entire essays or substantial parts of written assignments is prohibited.
- **Language Translation in World Language Classes:** Using AI for translations in language classes is not allowed, as it undermines language learning objectives.
- **Generating Answers to Assignments:** Students should not use AI to produce answers for homework, quizzes, or any graded assignments.
- **Plagiarism:** Presenting AI-generated content as one's own without proper citation is a violation of NDCDE's Academic Honor Code & Integrity Policy.



## Citing AI-Generated Content

Students must appropriately cite any AI-generated content used in their work. Here are examples of citation formats for AI tools:

- **MLA Style:** [Example MLA Citation for Generative AI](#)
- **APA Style:** [Example APA Citation for ChatGPT](#)
- **Chicago Style:** [Example Chicago Citation for Generative AI](#)



## Academic Honesty and Integrity

NDCDE adheres to the principles of honesty, trust, fairness, respect, responsibility, and courage. Misusing AI tools violates these principles and our Academic Honor Code & Integrity Policy.

Students are expected to:

- **Demonstrate Original Work:** Complete assignments independently and use AI tools only in ways that enhance their learning, not replace it.
- **Seek Guidance:** Consult teachers when unsure about the appropriate use of AI in their assignments.
- **Understand and Follow the Honor Code:** Students must be familiar with and adhere to NDCDE's Academic Honor Code & Integrity Policy, which emphasizes integrity in all academic endeavors.



# STUDENT USE, CONT.

## **Teacher Discretion**

NDCDE will rely on our teachers' professional judgment and expertise to determine when a student has inappropriately used AI, providing teachers with vetted detection tools to assist in this process. When inappropriate AI use is identified, NDCDE strongly encourages teachers to use these findings to foster learning opportunities, recognizing that each situation is circumstantial and supporting ethical and corrective responses when needed as detailed in the Academic Honor Code & Integrity Policy.

Each NDCDE teacher may establish course-specific rules on AI tools, which must be published on the course home page and reinforced throughout the course. Course rules that could potentially conflict with NDCDE AI Use Guidelines or the NDCDE Academic Honor Code & Integrity Policy must be reviewed by the Director of Learning or designee and approved before use and, in such cases, the Student Support Department will be informed of any exceptions made. Students should always check with their teachers for specific rules and guidelines applicable to their courses.

## **Reporting and Consequences of Violations**

Failure to follow these guidelines and course-specific rules on AI use are typically considered a violation of the NDCDE Academic Honor Code & Integrity Policy, must be reported in accordance with this policy, and will be investigated and responded to per the process contained therein.

## **Supporting Digital Literacy**

NDCDE is committed to helping students develop strong digital literacy skills. This includes understanding how to critically evaluate AI-generated content, recognizing bias, and using AI tools to support their learning effectively. When authorizing these tools in their courses, teachers will provide guidance and support to ensure students use AI responsibly and ethically.

## **Conclusion**

These guidelines aim to foster an educational environment where AI tools are used to enhance learning without compromising academic integrity. By adhering to these standards, students can take advantage of the benefits AI offers while maintaining honesty and responsibility in their academic work.



# STAFF AI USE GUIDELINES



## OVERVIEW

The North Dakota Center for Distance Education (NDCDE) aims to integrate Artificial Intelligence (AI) tools into our educational and operational framework while upholding the highest standards of integrity, including as outlined in our Academic Honor Code & Integrity Policy, which applies to staff. These guidelines outline the acceptable use of AI tools for staff to ensure responsible and ethical usage.



### **Acceptable Uses of AI Tools for Staff**

While the following are authorized staff uses of AI, when exercising these allowances, staff should generally use only NDCDE leadership team-approved AI technology (hereafter NDCDE-approved AI technology). Use of NDCDE-approved AI technology may be required in some cases as delineated in these guidelines.



# STAFF USE, CONT.



## Acceptable Uses of AI Tools for Staff , Cont.

- **Content Curation:** Staff may use AI tools to assist in drafting, refining, editing, and reviewing content such as emails, presentations, memos, and educational materials.
- **Text Summarization:** Staff may use AI tools to summarize long texts or articles to provide concise information.
- **Preliminary Research:** Staff may use AI to gather initial information on a topic while ensuring data privacy.
- **Chatbots:** Staff may use AI for customer service and support inquiries.
- **Programming/Code Generation:** Staff may use AI to assist in writing and debugging code.
- **Automation:** Staff may use AI and automation to streamline repetitive tasks to improve efficiency.
- **Media Creation:** Staff may use AI to create and edit audio, video, and images.



## Prohibited Uses of AI Tools

- **Sensitive Data Handling:** Staff must not enter sensitive student data, personally identifiable information (PII), or any information protected by privacy laws into AI tools unless the NDCDE state director and IT director have jointly given explicit written authorization, which will include reference to the NDCDE-approved AI technology that may be used for such purposes and the type of data allowed to be inputted, which is typically limited to student-generated work for purposes of plagiarism detection.
- **Decision Making:** AI tools should not replace human decision-making processes, particularly in educational and administrative contexts.
- **Unauthorized Deployment to Students:** Staff are prohibited from deploying AI tools directly to students without explicit authorization.

# STAFF USE, CONT.



## Data Stewardship and Privacy

- **Compliance:** All staff AI interactions must comply with state and federal laws, including FERPA and COPPA, and adhere to NDCDE's policies and guidelines adapted from the state.
- **Public AI Tools:** Staff shall not use state-issued email addresses for creating accounts on public AI tools.
- **Enterprise Solutions:** NDCDE prefers staff using enterprise versions of AI tools that provide enhanced security and data privacy controls, and the IT Department will provide login instructions for these tools.



## Ethical Considerations

- **Bias and Fairness:** Staff are asked to regularly evaluate AI outputs for biases and ensure fairness in information dissemination.
- **Transparency:** Staff are asked to clearly disclose AI involvement in creating educational materials, research, or work-related artifacts. Include statements such as "AI assisted in the creation of this resource." When such material is used in NDCDE courses, teachers may include a general disclosure on the course homepage.



## Continuous Learning and Communication

- **Education and Training:** NDCDE encourages all staff to educate themselves about AI and its impact on education, and NDCDE will offer opportunities for staff to receive such training.
- **Feedback:** Staff are encouraged to share their knowledge with each other and their supervisors about the benefits and drawbacks of AI tools to guide the organization in AI innovation.



# STAFF USE, CONT.



## Security and Risk Management

- **Data Accuracy:** Staff should verify the accuracy of AI-generated content before use and regularly evaluate AI outputs to ensure they are reliable and up to date.
- **Malicious Use:** Staff are cautioned to be aware of the potential for malicious use of AI technologies, such as phishing or spreading misinformation. Always use trusted and reliable sources to confirm AI-generated information.



## Exceptions and Teacher Discretion

- **Course-Specific Policies:** Each teacher may establish specific policies on using AI tools within their courses per the NDCDE [Student AI Use Guidelines](#).
- **State Guidelines Compliance:** Staff are generally asked to adhere to the state of North Dakota's AI guidelines. NDCDE allows for exceptions to these guidelines when necessary to support the educational process, but the NDCDE leadership team must approve such exceptions unless a different approval process is outlined in these guidelines.



## Consequences of Policy Violations

Staff violations of these guidelines will be handled in accordance with NDCDE's policies on Staff Conduct and Staff Discipline.

## Conclusion

These guidelines aim to promote the responsible and ethical use of AI tools within NDCDE while enhancing educational outcomes. By adhering to these standards, staff can effectively integrate AI technologies into their work and learning while maintaining the highest academic integrity and data privacy standards.

# IMPORTANT CONTACTS



The following NDCDE staff have been charged with helping implement these guidelines.

Name/Position	Role Description	Email
Kirstin Girard, Director of Learning	Teacher questions on AI use	kirstin.girard@k12.nd.us
Andrew Gilbertson, Dean of Students	Questions or guidance on reporting a student violation	andrew.t.gilberston@k12.nd.us
Laurie Tuma, Human Resources Director	Questions or guidance on reporting a staff violation	laurie.tuma@k12.nd.us
IT Director	NDCDE supervisor questions on authorized AI tools	
Jessica Enderson, Assistant State Director	Questions from external stakeholders on AI Use Guidelines	jessica.enderson@k12.nd.us