

North Carolina Cyber Academy

Generative AI Guidelines & Recommendations

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Version History

AI is an emerging technology and is changing rapidly, as are laws and rules governing its use, this is a living document and it will be updated as needed to reflect changes that take place in this very fluid environment. The 'Version History' table below will include details of all updates and changes so that users can see at a glance what updates have been made.

Date	Version	Changes and updates
April 1, 2025	25.01	Initial draft of document created
July 14, 2025	25.02	Added in table of recommended tools

Purpose

North Carolina Cyber Academy is committed to preparing students for success in tomorrow's world through personalized virtual learning. The purpose of this document is to ensure the ethical, safe, and responsible use of Generative AI (GenAI) at NC Cyber Academy, empowering all stakeholders to engage with AI safely, responsibly, effectively, and ethically while supporting equitable, innovative learning practices.

This document aligns with NC Cyber Academy's mission and values, North Carolina's Digital Learning Plan, NCDPI AI Guidelines, the NC Portrait of a Graduate, and recommendations from national organizations such as ISTE and TeachAI.

What is Generative Artificial Intelligence (GenAI)?

In simple terms, Generative AI tools are artificial intelligence tools that generate text, images, audio, video, and code. When presented with a natural language prompt by the user, the model then predicts the next word or pixel based on its training data and the context provided in the user's prompt, resulting in an original output each time (excerpt from [NCDPI Generative AI Guidelines](#)).

Terms of Use

It is essential to be mindful and informed about the terms of service of any website before permitting students to utilize it. Understanding the rules, permissions, and guidelines specified in the terms of service is crucial to ensure the safety and well-being of both your students and yourself. By familiarizing yourself with these terms, you can make educated decisions about whether the platform is suitable for classroom use, protect student privacy and data, and steer clear of any potential legal issues. Being knowledgeable about the terms of service enables you to guide your students on responsible and ethical online conduct, fostering a secure and constructive digital learning environment. (excerpt from [Davidson County Schools](#))

Most Large Language Models such as ChatGPT, Microsoft CoPilot, and Perplexity are currently prohibited for ages under 13 per their terms of service, but are allowed for ages 13 and over with varying parental/guardian permission requirements (excerpt from [NCDPI Generative AI Guidelines](#)).

Students Under 13

At this time (March 2025), most AI tools are not [COPPA](#) compliant for students under the age of 13 to use. Our general guidance is for students under the age of 13 to partner with the teacher or NC Cyber Academy staff member to create prompts and questions for the teacher/staff member to use with GenAI tools for the creation of content or images. For example, 4th grade students learning about key North Carolina historical figures may develop interview questions that a teacher then inputs into a GenAI chatbot for an interview experience during a class activity. Students could then analyze the responses to the questions and fact check for accuracy using other approved research sites.

Data Privacy and Security

When utilizing GenAI tools and resources, staff and students should not enter or provide any GenAI tool with personally identifiable information (PII). PII is any information that can identify an individual directly or indirectly. Examples include a person's full name, Social Security number, student ID, date of birth, or email address. Multiple data points, even if individually non-identifiable, can collectively increase the risk to user privacy. No user should input their own or another's (especially a student's) data into an AI system by typing, speaking, uploading, copying/pasting, using computer vision, or any other method. Specifically, rosters, test results or performance data containing student names or PII data, etc.

The use of Generative AI to create deep fake images, audio, or video is strictly prohibited for all students, faculty, and staff. This includes, but is not limited to, the creation of synthetic media that falsely depicts real individuals in fabricated scenarios, manipulated speeches, or counterfeit visual content. Any engagement in creating,

distributing, or promoting deep fakes or AI-generated explicit content will result in disciplinary action, potentially including expulsion or termination, and may also be subject to legal consequences.

NC Cyber Academy staff can utilize the following rubric to assess whether an AI tool is appropriate to use or not: [AI Evaluation Rubric by NC AI Collaborative 2024 members Kathryn Bailey & Riley Honeycutt](#). Staff can request a tool be adopted by NC Cyber Academy by completing the [Digital Resource Procurement Protocol](#).

Recommended AI Tools for Staff and Students

[NCDPI image comparing Large Language Models features and functionalities](#).

Tool Name	Link to tool	Description	Approved for Independent Staff Use	Approved for Student Use?	Approved for use by Teacher during live learning?
NC Cyber Academy Tools with focused PD Training/Support					
SchoolAI	https://schoolai.com/	AI program designed to assist teachers in lesson planning, prep work and provide students a personalized learning space designed with teacher input.	Yes	Yes but only with teacher provided code (asynchronously or synchronously)	Yes but only with teacher provided code
Gemini	https://gemini.google.com/app	A general use LLM with Google Search built in. Similar to ChatGPT but integrated in Google Workspace.	Yes	13+ with consent via Parent Approval form	Yes
General Use Case Tools					
Notebook LM	https://notebooklm.google/	A Retrieval Augmented Generation (RAG) model, less likely to hallucinate and provides references in its output. Only gives results based on resources uploaded during the session.	Yes	No	No
ChatGPT	chatgpt.com		Yes	13+ with consent via Parent Approval form	Yes if all students are 13+ and have Parent Permission
Instructional Prep Use					
Curipod	https://curipod.com/	Assists teachers in creating interactive lessons with engaging activities.	Staff Only	No	Activities can be used but not with Student input.
Diffit	https://app.diffit.me/	Helps with lesson planning and differentiation by adapting content to reading	Staff Only	No	

		levels and generating related resources.			
MagicSchool AI	https://www.magicshool.ai/	AI powered platform designed for teachers to save time in their day to day including lesson planning, prep, assessments, feedback, etc.		13+ with consent via Approval form	

Academic Integrity

Student Expectations for GenAI use

Students will adhere to the parameters set by teachers on the acceptable level of Generative AI use on coursework in their individual classes. Failure to adhere to the expectations set forth by the course instructor will be in violation of the NC Cyber Academy Honor Code which states, "never utilize Chat GPT or other AI software/programs to complete academic work unless explicitly directed to do so by teacher"

Can I Use AI on this Assignment? Generative AI Acceptable Use Scale Generative AI refers to any of the thousands of Artificial Intelligence tools in which the model generates new content (text, images, audio, video, code, etc) This includes, but is not limited to, Large Language Models/ LLMs such as ChatGPT, Google Gemini, etc, Image creators such as Dall-E3, Adobe Firefly, and any tools with built in generative AI capabilities such as Microsoft CoPilot, Google Duet, Canva, etc etc)			
	Level of AI Use	Full Description	Disclosure Requirements
0	NO AI Use	This assessment is completed entirely without AI assistance. AI Must not be used at any point during the assessment. This level ensured that student rely solely on their own knowledge, understanding, and skills.	No AI disclosure required May require an academic honesty pledge that AI was not used.
1	AI-Assisted Idea Generation and Structuring	No AI content is allowed in the final submission. AI can be used in the assessment for brainstorming, creating structures, and generating ideas for improving work.	AI disclosure statement must be included disclosing how AI was used. Link(s) to AI chat(s) must be submitted with final submission.
2	AI-Assisted Editing	No new content can be created using AI. AI can be used to make improvements to the clarity or quality of student created work to improve the final output.	AI disclosure statement must be included disclosing how AI was used. Link(s) to AI chat(s) must be submitted with final submission.
3	AI for Specified Task Completion	AI is used to complete certain elements of the task, as specified by the teacher. This level requires critical engagement with AI generated content and evaluating its output. You are responsible for providing human oversight and evaluation of all AI generated content.	All AI created content must be cited using proper MLA citation. Link(s) to AI chat(s) must be submitted with final submission.
4	Full AI Use with Human Oversight	You may use AI throughout your assessment to support your own work in any way you deem necessary. AI should be a 'co-pilot' to enhance human creativity. You are responsible for providing human oversight and evaluation of all AI generated content.	You must cite the use of AI using proper MLA or APA citation. Link(s) to AI chat(s) must be submitted with final submission.

Adapted by Vera Cubero for the North Carolina Department of Public Instruction (NCDPI) from the work of Dr. Leon Furze, Dr. Mike Perkins, Dr. Jasper Roe FHEA, & Dr. Jason Mcvaugh
Link to Original Work

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Staff Expectations for GenAI use

It is the responsibility of NC Cyber Academy staff to understand, monitor, model appropriate, and ethical use, and provide guidance to students on Generative AI technologies to support teaching and learning. Staff will be AI literate and participate in ongoing AI literacy training to support responsible integration into classroom instruction.

The EVERY Framework

The EVERY framework provides an acronym to remind users of the steps needed to ensure ethical use of AI by staff and students alike, EVERY time AI is used. This framework was a collaboration between AI for Education (aiforeducation.io) and Vera Cubero (NCDPI).

To download a printable pdf of the EVERY framework, visit

<https://www.aiforeducation.io/ai-resources/how-to-use-ai-responsibly-every-time> (updated Sept. 10, 2024) Click this link for [Long Description of the How to Use AI Responsibly EVERY Time image](#)

How to Use AI Responsibly **EVERY** Time

E **VALUATE** the initial output to see if it meets the intended purpose and your needs.

V **ERIFY** facts, figures, quotes, and data using reliable sources to ensure there are no hallucinations or bias.

E **NGAGE** in every conversation with the GenAI chatbot, providing critical feedback and oversight to improve the AI's output.

R **EVISE** the results to reflect your unique needs, style, and/or tone. AI output is a great starting point, but shouldn't be a final product.

Y **OU** are responsible for everything you create with AI. Always be transparent about how you've used these tools.

Disclosing the use of Gen AI or Citing GenAI as a Source

Educators should lead by example and model transparency and academic honesty about their use of generative AI tools, and teach students to do the same. Because today's generative AI tools can not actually create content without some level of human participation and guidance, it is generally considered best practice to acknowledge the use or partnership with the AI tool when a formal citation is not required. (excerpt from [NCDPI Gen AI Guidelines](#), page 29)

If traditional citations are not required, but any form of AI assistance was used, it is recommended to include in the disclosure statement how AI was used (brainstorming, outlining, feedback, editing, etc). Disclosure statements can be included in an "AI Credits" section at the end of the work or within the text, beneath an image, etc as appropriate. A link to AI chats can be shared on most major LLM platforms and this is a great way for

teachers to see a student's learning process and how the student relied on or partnered with the AI to complete the work.

Example disclosure statements:

- “Created by John Doe with editing assistance from ChatGPT”
- “I used Google Gemini to help me brainstorm ideas for my project”
- “Image created in partnership with Adobe Firefly. Prompt; ‘create a cartoonish image of a bored frog on a lily pad, surrounded by cattails. 16:9 Make it bright and colorful so that young children would enjoy it.’

Formal Citations:

If a formal citation is expected, both the MLA and APA provide guidance on their websites for creating citations. Currently most online citation tools do not include AI in their options. You can ask your LLM to create citations, but as with anything else, the user will need to verify that the details and formatting is correct.

Citation Guidelines:

- MLA format - <https://style.mla.org/citing-generative-ai/>
 - Example MLA Citation:
“For this activity, I want you to take on the role of the character Jonas from the novel The Giver.....” prompt. ChatGPT, 24 May version, OpenAI, 8 June 2023, <https://chat.openai.com/chat> .
- APA format - <https://apastyle.apa.org/blog/how-to-cite-chatgpt>
 - Example APA Citation:
OpenAI. (2023). ChatGPT (May 24 version) [Large language model].<https://chat.openai.com/chat>
- Chicago Format - <https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html>
 - Example Chicago Citation:
ChatGPT, response to “Explain how to make pizza dough from common household ingredients,” OpenAI, March 7, 2023.

AI Detectors

GenAI detectors have been found to be unreliable, often producing false positives and negatives. Instead of using GenAI detectors to determine academic integrity violations, education should prioritize any of the alternative strategies listed below.

This graphic by Holly Clark of The Infused Classroom, is an excellent visual aid to demonstrate why AI detectors are problematic and what to do instead.

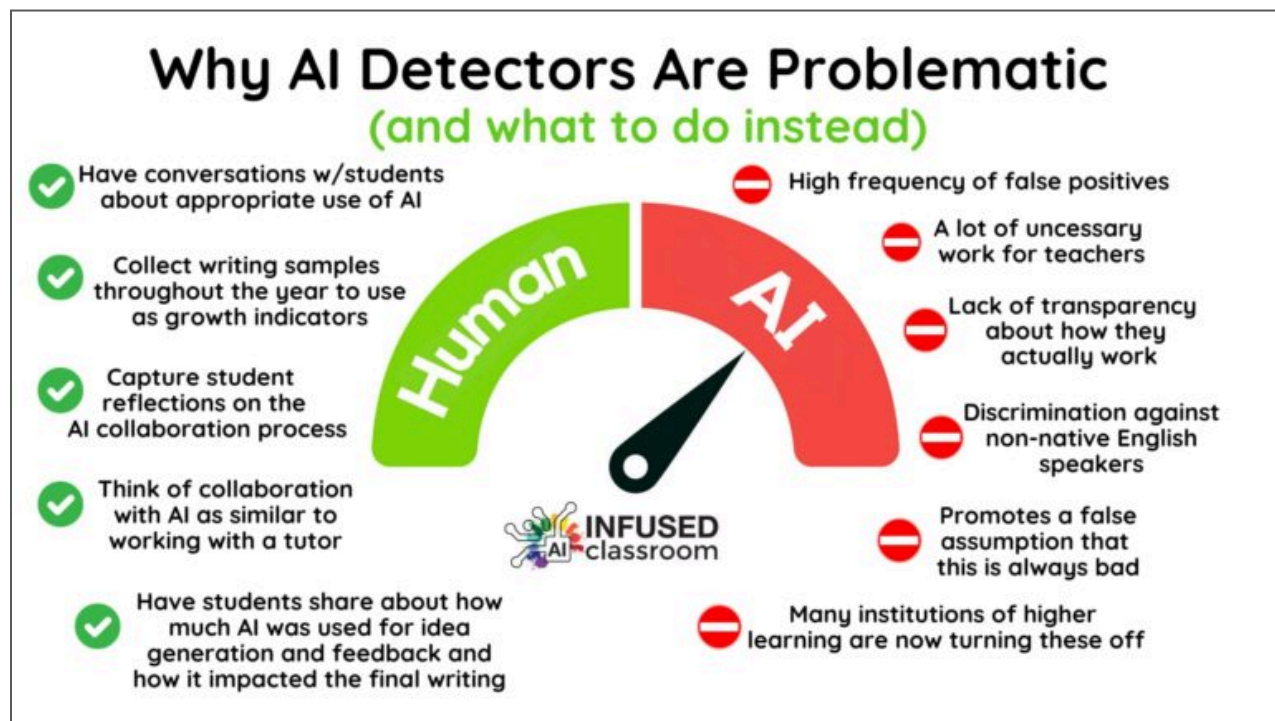


Image credit: Use with permission from Holly Clark of The Infused Classroom,
<https://www.hollyclark.org/2023/09/22/why-ai-detectors-are-problematic-and-what-to-do-instead/>

Staff Response to Suspected Inappropriate Use of Generative AI

Coming soon!