Wylie ISD Teacher Procedures for Artificial Intelligence (AI)

Introduction

This document provides guidance to students, staff, and school communities on the appropriate and responsible use of artificial intelligence (AI), particularly generative AI tools, in classroom instruction, school management, and systemwide operations. **While AI offers potential benefits for education, it also presents risks that must be thoughtfully managed. Wylie ISD educators using AI in the classroom will commit to:**

- **Addressing student safety and privacy concerns,**
- **Ensuring teachers remain experts in their content areas, and**
- **Using AI tools to enhance student learning.**

Artificial intelligence refers to computer systems designed to perform tasks that typically require human intelligence. "Generative AI" refers to tools, such as Formative, Magic School, Class Companion, and others vetted and approved by Wylie ISD, that create new content—such as text, images, or music—based on patterns learned from their training data. Machine learning, a subset of AI, allows computers to learn from data without specific programming. Although generative AI tools often offer useful suggestions, their predictions can be inaccurate, misleading, incomplete, or biased.

This guidance applies to all students, teachers, staff, administrators, and third parties involved with AI technologies in our education system. It encompasses all AI systems used for education, administration, and operations, including but not limited to generative AI models, intelligent tutoring systems, conversational agents, automation software, and analytics tools.

Procedures for Teachers

This guidance complements existing policies on technology use, data protection, academic integrity, and student support.

Privacy/Security

To ensure AI tools comply with state and federal privacy laws - including the Children's Online Privacy Protection Act (COPPA), General Data Protection Regulation (GDPR), and Family Educational Rights and Privacy Act (FERPA) - Wylie ISD teachers will use AI tools vetted and approved through the Software Approval Process located under Incident IQ.

Teachers are responsible for protecting students' personal information and avoiding websites that do not comply with these laws. The use of AI should be done in a way that protects personally identifiable information (PII). Teachers will not share any personally identifiable information with AI technologies, including name, birth date, address, Social Security Numbers, or other financial or confidential information. AI tools will not be used in the classroom unless they can protect students from inappropriate or harmful content. If AI tools become integrated into existing products, the technology and curriculum departments will ensure their appropriateness for classroom use.

Teacher as the Expert in the Classroom

Teachers can use AI tools for tasks related to planning, such as unpacking standards, guiding lesson plans, and generating student activities at varying levels of difficulty. These technologies will not replace the role of human educators in instructing and nurturing students. Teachers and staff must review and critically evaluate all AI-generated content before use, maintaining "humans in the loop." **Administrators, teachers, and staff will always remain the experts in their content areas.**

Alignment and Rigor

Although AI can reduce teacher workload, teachers must ensure that AI tools align with curriculum standards and learning outcomes. This includes reviewing AI-generated content to confirm it is age-appropriate and meets the required level of rigor for Wylie ISD students.

Verification of AI-Generated Content

AI-generated content should be viewed as a starting point, not a final product. All AI-generated content must be reviewed for bias and accuracy and should be appropriately contextualized. AI-generated instructional materials should always be thoroughly reviewed by teachers before being shared with students.

Student Feedback/Grading

Teachers may incorporate AI into a blended learning approach, combining traditional teaching methods with AI-driven activities. When using AI in the classroom, teachers must clearly outline the objectives, with the primary goal being to improve student learning. Whether used for personalizing learning, providing immediate feedback, or assisting with administrative tasks, a clear purpose will guide its implementation.

Teachers may also use approved AI tools to monitor student progress and gather performance data, provided the tool has been approved for use and does not compromise student privacy. AI should not replace teacher judgment or grading rubrics. Any AI-generated grades entered in Skyward must be reviewed by teachers for accuracy. AI-generated feedback to students should not be used before grading district assessments. Administrators, teachers, and staff will remain the experts in providing student feedback and grading.

Student Use of AI Tools

Before any student use of AI tools, teachers will clearly explain the purpose of the AI tool and its connection to student learning. Teachers will model and emphasize critical evaluation of AI-generated content. Promoting AI literacy among students and staff is essential for addressing AI risks and teaching critical skills for the future. Below is a graphic teachers can use to help students understand Wylie ISD Procedures for Student Use of AI. Students and staff will receive support to develop AI literacy, including understanding how to use AI, when to use it, and how it works. Teachers using AI will encourage students to critically assess the information and recommendations provided by AI tools.

Prohibited Use of AI Tools

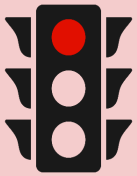
As we seek to harness the benefits of AI in education, we must also address potential risks. The following uses of AI tools are prohibited:

- **Bullying/Harassment**: Using AI tools to manipulate media for impersonation, bullying, harassment, or intimidation is strictly prohibited. All users must employ these tools solely for educational purposes, upholding values of respect, inclusivity, and academic integrity.

- **Overreliance**: Excessive dependence on AI tools can reduce human discretion and oversight, leading to overlooked nuances and context. Teachers must clarify when and how AI tools should be used in their classrooms. Teachers are expected to review AI-generated outputs before use.

- **Plagiarism and Cheating**: Students should not copy from any source, including generative AI, without prior approval and proper documentation. Students must not submit AI-generated work as their original work. Staff and students will properly cite or acknowledge AI use where applicable. Teachers will specify when and how AI tools may be used for assignments and design assignments to minimize opportunities for plagiarism by requiring personal context, original arguments, or original data collection. Existing procedures related to potential violations of our Academic Dishonesty Policy will remain in effect.

Last Revised on 8/13/2024

Wylie ISD Procedures for Student Use of AI			
	Level of AI Use	**Full Description**	**Disclosure Requirements**
	NO AI Use	Collaboration with AI Software is **not permitted** at any point during this activity. Students rely solely on their own knowledge, understanding, and skills.	No AI disclosure is required. May require an academic honesty pledge that AI was not used.
	Limited use of AI with Teacher Permission	AI software is **partially permitted** within the directions given by the teacher.	AI may be used for tasks such as brainstorming, creating structures, and generating ideas for improving student work. A statement must be included disclosing how AI was used. Teachers may ask for AI chat(s) to be submitted with final submission.
	Full AI Use with Student Oversight	AI software is **permitted** throughout the assignment to support your own work in any way you deem necessary. AI should be a "co-pilot" to enhance creativity. The student is responsible for providing human oversight and evaluation of all AI-generated content.	All AI created content must be cited using proper citation. Link(s) to AI chat(s) must be submitted with final submission.

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