

GENERAL GUIDANCE ON ARTIFICIAL INTELLIGENCE



LONG BEACH
UNIFIED • SCHOOL • DISTRICT

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LBUSD General Guidance: Use of Artificial Intelligence

Purpose

The purpose of this document is to provide general guidance for LBUSD staff, students, and school communities regarding safe and responsible use of Artificial Intelligence (AI) within the LBUSD system.

Definitions

- Artificial Intelligence (AI) refers to computer systems taught to automate tasks typically requiring human intelligence.
 - Generative AI (GenAI) refers to AI techniques that learn from data sets to recognize patterns and relationships between data to generate new data with similar characteristics. GenAI tools use learning to produce new and original content, including text, images, video, music, or code.
 - Large Language Models (LLM) are GenAI tools trained on vast amounts of text, allowing them to generate human-like textual output.
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Scope

This guidance applies to all students, teachers, staff, administrators, and third parties who develop, implement, or interact with all AI technologies used in LBUSD. It covers AI systems used for education, administration, and operations, including, but not limited to, generative AI models, embedded AI tools, conversational agents, automation software, and analytics tools.

This guidance complements existing LBUSD policies regarding ethics, technology use for employees and students, confidentiality, copyright, academic integrity, and student conduct.



Guiding Principles

The District's general perspective is that AI offers potential benefits in teaching, learning, and school business operations, yet also poses certain risks that must be considered and managed. The District believes the potential benefits outweigh the risks and therefore seek to establish guiding principles to shape ongoing learning and actions related to AI.

The following guiding principles were adapted from the popular [Teach AI](#) model, with input from the District's AI Task Force and multiple stakeholder groups. The guiding principles are intended to foster responsible and safe use of AI going forward.

1. ***We use AI in service to student success.*** LBUSD will leverage AI to help achieve our community's vision, as set forth in [Vision 2035](#) and the [Strategic Plan](#). We will make AI resources accessible for all LBUSD students, focusing especially on bridging gaps for student groups that have been historically marginalized, in alignment with the LBUSD [Excellence and Equity Policy](#).
2. ***We use AI with integrity.*** AI tools can be valuable learning aids, but they should not be used to bypass the learning process. Users of AI are transparent about their use of generative AI in assignments, work products, and District services.
3. ***We remain human-centered when using AI.*** AI is a tool to enhance teaching and learning, not to replace people. The quality of AI outputs is dependent on human inputs, and outputs must be verified and validated by the end user.
Human→AI→Human.
4. ***We protect safety, privacy and data confidentiality.*** AI is one of many technologies used in our schools, and its use aligns with existing privacy and data confidentiality policies. We understand the risks of AI and take care to keep confidential student and employee data out of public models and to secure the use of AI within our environment.
5. ***We promote AI literacy and skills building.*** We provide and support the development of AI literacy for staff and students to understand, use, and critically evaluate AI in supporting elements of our [Graduate Portrait](#) and [Adult Portrait](#). Staff and students will be provided opportunities to develop their AI literacy.

Responsible Use of AI Tools

LBUSD recognizes that responsible use of AI varies depending on context, including but not limited to grade level, subject and classroom activity. Principals and teachers, with guidance from Level Offices, Instructional Coaches, and inputs from the school community, determine whether, when, and how AI tools will be used in the school.

Staff are encouraged to explore, learn, and use AI tools in accordance with existing laws, District policies and guidelines. Each user bears the responsibility to ensure compliance with applicable laws and policies regarding data security and privacy. AI users are also responsible for reviewing all AI-generated output before use.

Age appropriateness. In accordance with Federal [CIPA](#) and [COPPA](#) regulations, most common consumer-grade GenAI tools, such as ChatGPT and Google Gemini, are not



suitable for use by students under age 13. Education-specific GenAI tools may be appropriate for use by students under age 13, subject to approval of the Chief Academic Officer and General Counsel, and/or their designees.

Instructional applications with embedded AI functionality, such as grammar, reading, math, and computer science tools, will be reviewed and considered on a case-by-case basis. A list of authorized applications and tools will be provided on the LBUSD website.

LBUSD plans to incorporate AI literacy into the 7th grade curriculum with learning modules and/or tools for experiential learning. Use of GenAI tools for educational purposes by students in grades 8+ is generally permissible, in accordance with specific parameters set forth by the teacher.

Responsible use of AI is guided by the specific parameters and objectives defined for a learning activity. Below are some examples of responsible and prohibited use cases.

Examples

Responsible Uses	Impermissible Uses
Lesson Planning	Bullying/Harassment
Curriculum Development	Generating Deep Fake Images, Video, Audio
Professional Development	Plagiarism
Personalized Learning/Differentiation	Unequal Access to AI Resources
Formative Assessments	Monitoring of Employees or Students Outside of School-Related Purposes
Grammar Assistants	Copyright Violations
Reading Difficulties Screener	Non-Transparent Use
Communications and Marketing	Publishing of Unverified AI Output
Data Analysis	Mishandling of Personally Identifiable Information
Tutoring/Coaching	Collecting and Sharing of Personal Information for Students Under 13
Language Translation and Closed Captioning	Unfiltered AI Content for Students
Research and Cross-Referencing	Assessment or Assignment Cheating
Content Creation	



Coding	
Digital Arts/Creativity	
Virtual Agents	
Chatbots	
Bias Analysis	

Academic Integrity and Transparency

LBUSD acknowledges the risk of plagiarism and other potential challenges to academic integrity. As such, AI must be used in accordance with the District's [Code of Equity, Excellence, and Ethics Policy 4119.21](#) as well as the [Grading Policy 5121](#). The following guidance is provided regarding the use of AI as it pertains to academic integrity:

- Teachers determine whether to selectively allow or disallow the use of generative AI on specific assignments, or parts of assignments, and share their logic in the course syllabus and/or classroom conversation regarding how AI is used.
- Teachers may employ, but should not rely on, technologies designed to identify the use of GenAI to detect cheating and plagiarism, due to the potential for inaccuracies. Teachers should remain critical of AI detection tool results by reviewing the work in question in comparison with the instructional rubric and the academic relationship history with the student.
- Students may use AI tools for brainstorming, drafting, and revising content while ensuring originality in the final product. Students must not submit AI-generated work as their own.

Transparency. The use of AI is commonplace; however, the technology is sometimes misunderstood and questioned, especially in the educational context. LBUSD strives to build and maintain trust with the greater school community. As such, transparency around the use of AI in schools is essential to maintaining trust.

Each AI user (adult or student) is responsible to make it clear when AI is used to produce an assignment, work product, or when a user is interacting with an AI agent or chatbot. AI use must be disclosed and explained. Administrators are encouraged to update Parent Guidelines and other resources for parents, guardians, and caregivers as AI utilization evolves. Teachers are encouraged to update their course syllabi to include instructions and guidelines for student use of AI in coursework. LBUSD intends to publish a website related to the use of AI for students and staff.

Staff and students must cite their use of an AI using one or more of the following formats:

- [MLA Style – Generative AI](#)
- [APA Style – ChatGPT](#)
- [Chicago Style – Generative AI](#)



Security, Privacy, Bias, and Safety

Security. The District will implement reasonable measures to secure AI technologies against unauthorized access and misuse. All AI systems purchased and deployed within the District will be evaluated for compliance with relevant laws and regulations, including those related to privacy, information security, and student online safety.

Privacy. Each AI user must understand their responsibility not to share personally identifiable information with GenAI systems such as ChatGPT and Gemini, unless the AI system has been evaluated and explicitly authorized for such use. Sharing confidential or personal data with an AI system could violate privacy laws if not properly disclosed and consented.

Virtual agents and AI notetakers are permissible, provided that the human is present in the meeting, usage is disclosed, other meeting participants' consent, and no sensitive topics are discussed. The meeting host is responsible for ensuring consensus regarding AI notetakers in the meeting. Additionally, virtual agent users must consider the impact AI notetakers have on meeting participation, perception, and accuracy of the notes. Users of AI notetaker tools are responsible for upholding LBUSD privacy standards.

Bias. LBUSD recognizes that AI tools trained on human data may inherently reflect societal biases. Risks of using AI can include reinforcing stereotypes, recommending inappropriate educational interventions, inaccurate assessment of knowledge, or making discriminatory evaluations, such as falsely reporting plagiarism by non-native English speakers.

As part of AI literacy efforts, prior to utilizing AI tools within the classroom, staff and students will be taught to identify and critically examine the origin and implications of societal bias in GenAI tools and data. Additionally, GenAI tools will be evaluated for the quality and diversity of their training data and transparency of such, as well as the tuning of AI models to meet the needs of LBUSD's diverse educational community.

Safety. AI tools must be used in accordance with existing District policies regarding bullying and harassment. AI literacy training should include discussions with students about consent as it relates to their creation and sharing of content. For example, a student asks a friend whether it's okay to take their picture and upload it to an AI tool, and consider how they would feel if somebody shared an embarrassing image of themselves online.



Support

This guidance will be reviewed periodically to ensure it continues to reflect LBUSD's needs, technological advancements, evolving compliance obligations, and learned best practices. We welcome feedback on these guidelines and their effectiveness. Please report any questions or technical concerns to the IT Service Desk at (562) 997-8411, or safety concerns to School Safety at 562-997-8006.

Resources

The following resources are offered to support staff and students in their learning and use of AI:

- [Board Policy 4040 – Employee Use of Technology](#)
- [Board Policy 6163.4 – Student Use of Technology](#)
- [The White House: Executive Order on the Safe, Secure, and Trustworthy Development and Use of Artificial Intelligence](#)
- [U.S. Department of Education: AI Toolkit for Education](#)
- [UNESCO: Guidance for AI in Education and Research](#)
- [California Department of Education AI Toolkit](#)
- [California Cybersafety for Children](#)
- [California Digital Citizenship Resources for Educators](#)
- [LACOE: Generative Artificial Intelligence in TK-12 Educational Guidelines](#)
- [Student Survey Regarding Value of AI](#)
- [Digital Citizenship Lesson Plans](#)
- [AI Lesson Plans](#)
- [ChatGPT Foundations Course](#)
- [A.J. Juliani Blog](#)
- [CSULB AI Commons Website](#)