

# San Elizario Independent School District

## Artificial Intelligence Guidebook



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## **I. INTRODUCTION**

The San Elizario Independent School District (SEISD) recognizes the significant and evolving role of artificial intelligence (AI) technologies, particularly those using Large Language Models (LLMs) such as Microsoft Copilot, Google Gemini, ChatGPT, and others, in enhancing teaching and learning within and beyond the classroom. While AI offers valuable opportunities for personalized learning, content creation, and improved efficiency, SEISD understands that this technology must be thoughtfully applied to support—not overshadow—the District’s core goals of academic growth, critical thinking, and mastery of knowledge for all students.

This AI policy aligns with Board Policy CQ (Local), which establishes that access to the District’s technology resources is a privilege, not a right, and reinforces SEISD’s commitment to lawful, ethical, and educationally aligned technology use. Board Policy CQ authorizes the District Superintendent to implement administrative regulations and user agreements that reflect SEISD’s mission and meet legal requirements. This AI policy exemplifies SEISD’s balanced approach: embracing AI as an educational tool while ensuring its use upholds academic integrity, fosters student growth, and meets the highest ethical standards. Noncompliance may result in suspension of access, termination of privileges, and further disciplinary action as outlined in the Student Code of Conduct and district policies, with legal violations subject to criminal prosecution.

By building on Board Policy CQ’s foundation of acceptable use, this AI policy aims to maximize the positive impact of AI technologies while fostering academic integrity, critical thinking, and a deep understanding of educational content. SEISD places a strong emphasis on transparent and ethical engagement with AI, encouraging students, staff, and teachers to maintain high standards of data privacy, cybersecurity, and responsible use across all AI-assisted educational activities. To the extent that this AI policy applies to staff, failure to comply with it may lead to disciplinary action. This Guidebook applies in conjunction with the Student Responsible Use Technology Agreement and Employee Responsible Use Technology Agreement.

## **II. WHAT IS GENERATIVE ARTIFICIAL INTELLIGENCE?**

Generative Artificial Intelligence (AI) is a type of computer technology that can create new content on its own. This includes writing stories and poems, creating images, composing music, or even producing videos. Unlike traditional AI, which simply follows instructions or answers questions, generative AI learns from vast amounts of information to develop outputs in the form of information, text, or images. Generative AI is trained by analyzing huge amounts of data from a wide variety of sources. For example, generative AI models may analyze millions of images across the internet to develop content.

While AI is transforming how we learn and access information, it’s essential to remember that it is not designed to replace teachers or the human connections that are vital in education. Instead, AI serves as a powerful tool to enhance learning experiences. As we look to the future, the use of AI in the workplace is expected to explode and become commonplace. It’s important for students to gain experience with AI in professional settings to prepare themselves for success in their careers.

Generative AI can be helpful in many ways, such as assisting students come up with new idea, providing resources, and explaining concepts in ways students can understand more easily. However, it's crucial to use AI responsibly. Improper use of generative AI can lead to academic dishonesty, where students might submit AI-generated work as their own, undermining their learning process. This type of dishonesty can stunt a student's educational growth during a critical time in their academic career, preventing them from developing essential skills and knowledge. AI can also create misleading content, like fake images or misinformation, which can further complicate students' understanding of important topics. Finally, using AI brings unique privacy and security challenges for District staff. Staff should be cautious when using AI, especially to avoid sharing confidential information and exposing the District's technological infrastructure.

Therefore, while generative AI offers exciting opportunities, it also comes with responsibilities. Students, staff, and educators must learn to use it ethically and thoughtfully to ensure they benefit from the capabilities of AI technologies without compromising their education or integrity.

### **III. GENERATIVE AI USE GUIDELINES FOR STUDENTS**

To ensure that the use of Generative Artificial Intelligence (AI) aligns with the educational goals of the San Elizario Independent School District (SEISD), the following guidelines have been established for students:

- 1. Age Limits:** Students under the age of 14 are prohibited from accessing generative AI tools on school devices or networks, with the exception of district-approved educational tools that incorporate AI technology. Although teachers may utilize generative AI tools in the classroom for instruction or demonstration purposes, students under 14 shall have no direct, unsupervised access to the technology on school networks or devices.
- 2. Ethical Use:** Students are expected to use generative AI tools in ways that uphold academic integrity. This means not submitting AI-generated work as their own, ensuring all submitted work reflects their understanding and effort. Under San Elizario ISD's Student Code of Conduct and Policy EIA (Local), students may not use unauthorized assistance in their academic work. The District may employ technology to evaluate whether a student's submitted work has been created with the use of AI in violation of District policy or curriculum instruction. Instances of academic dishonesty will be addressed according to the Student Code of Conduct. Students may challenge any determination that their work is AI-generated in accordance with District policies, ensuring that they have an opportunity to present their case and clarify their position.
- 3. Appropriate Use:** Students may use AI tools only for educational purposes that advance the educational goals and mission of SEISD. In accordance with Policy FFI (Local) and (Legal), students have the right to be free from bullying and cyberbullying and students are prohibited from using AI tools in a manner that is disruptive to the classroom, constitutes bullying, cyberbullying, or discrimination against other students, teachers, or staff.

The following are non-exhaustive examples of prohibited and permitted uses of A.I. The use of A.I. tools through the school's network, a school device, and during school hours is also subject to the Student Responsible Use Technology Agreement and Board Policy.

#### **PROHIBITED USE (EXAMPLES):**

- A student accesses Microsoft CoPilot Chat to generate answers for a math homework assignment without teacher supervision.
- A student uses a free online AI writing tool to write an essay for class without approval.
- A student submits a creative writing assignment entirely generated by an AI tool, claiming it as their own original work without any modifications or personal input.
- A student uses an online AI tool to generate answers for a quiz or test during class without permission from the teacher.
- A student under the age of 13 uses an AI tool for homework.
- A student in an art class submits an image generated by an AI tool, claiming it as their original artwork.
- A student uses a generative AI tool to create a deepfake video or image.
- A student uses a generative AI tool to create text, images, or videos used to bully or cyberbully another student.

#### **PERMITTED USE (EXAMPLES) (subject to teacher approval):**

- A student uses Microsoft Copilot to brainstorm ideas for a research paper, generating a list of potential topics based on their interests and academic requirements, which they then discuss with their teacher.
- A student uses Microsoft Copilot to brainstorm ideas for a research paper on climate change. They input prompts to generate an outline and gather key points. The student then completes the assignment without further use of the AI tool, ensuring proper citation of the AI-generated content in their final paper.
- A student is studying a certain topic and prompts an AI tool to provide additional explanations of the specific topic.
- A student is practicing for a math exam and prompts an AI tool to develop sample math problems and the resulting answers.

4. **Parental Permission:** Students between 14 and 18 must have parental permission before registering for an AI tool and using the service. Due to age restrictions, elementary and

middle school students should not be required or encouraged to use these tools outside of direct parent/guardian supervision.

5. **Learning Enhancement:** Generative AI should be used to enhance learning and creativity. Students are encouraged to leverage AI tools for brainstorming ideas, generating outlines, and receiving feedback on their work while remaining actively engaged in the learning process.
6. **Critical Thinking:** Students are required to critically assess the content produced by AI. This involves verifying the accuracy of information, understanding the context, and distinguishing between credible sources and misinformation. It is the students' responsibility to ensure the integrity of their work. AI tools may occasionally generate information that is inaccurate, biased, misleading, or entirely fabricated. It is essential to verify all content for accuracy and appropriateness before submitting assignments. Students should independently verify any information provided by an AI tool.
7. **Data Privacy:** Students should be mindful of their personal information and the data they share when using AI tools. They must follow District and campus policies regarding data privacy and cybersecurity, ensuring their interactions with AI platforms do not compromise their or others' privacy. Under federal law, student records are confidential.
8. **Respectful Engagement:** When collaborating with generative AI, students must respect the technology and its capabilities. This includes using AI to complement their learning rather than relying on it as a substitute for their efforts.
9. **Reporting Misuse:** Students are encouraged to report any misuse of AI tools or any concerns regarding academic dishonesty to a teacher or school administrator. This helps maintain a culture of integrity and accountability within the educational environment.
10. **Ongoing Learning:** Students should seek to understand the implications of AI technology in various fields. Engaging in discussions about AI's role in society and the ethical considerations involved will prepare students for future challenges and opportunities.

#### **IV. PROPOSED CONSEQUENCES FOR IMPROPER USE OF AI TECHNOLOGY BY STUDENTS**

The District is focusing on a learning-oriented approach to address misuse of Generative AI tools. The following guidelines are intended for reference only and will be employed or enforced at the discretion of administrators.

##### **1. Submitting AI-generated Assignments Without Disclosure:**

- **Action:** A student submits work generated by AI and claims it as their own.
- **Proposed Consequence:**

- Parent notification.
- Assignment resubmission.
- Disciplinary referral (repeat)

## 2. Inputting Inappropriate Prompts:

- **Action:** A student inputs prompts related to violence, bullying, or other disturbing content, or other content in violation of the Student Code of Conduct.
- **Proposed Consequence:**
  - Discipline referral and parent notification.
  - Loss of AI/internet privileges for a determined period.
  - Re-education on safe internet practices.

## 3. Using Non-Approved AI Tools:

- **Action:** A student uses a non-approved AI tool during school hours.
  - A one-on-one conversation with the student to discuss safer alternatives.

# V. GENERATIVE AI USE GUIDELINES

## 1. Understanding Generative AI Tools

- Staff should familiarize themselves with the Generative AI tools available for educational purposes, such as Microsoft Copilot, Google Gemini, ChatGPT, and Adobe Creative Cloud.

## 2. Responsible Use

- **Appropriate Context:** Use Generative AI tools to enhance teaching and support student learning. Avoid using these tools for personal gain or outside of professional responsibilities. The use of such tools must comply with federal privacy laws which protect a student's educational records from unauthorized disclosure.
- **Appropriate Use:** Staff may use AI tools only for educational or administrative purposes that advance the educational goals and mission of SEISD. Staff are prohibited from using AI tools in a manner that is disruptive to District operations, constitutes bullying, cyberbullying, or discrimination against students, teachers, or staff.
- **Academic Integrity:** Under San Elizario ISD's Student Code of Conduct and Policy EIA (Local), students may not use unauthorized assistance in their academic work. In some instances, teachers may allow students to use AI-generated content for such activities as brainstorming, informing revisions, generating review questions, or for additional purposes relating to a particular assignment, project, lesson, or unit. In other cases, using AI to assist

with student work may be considered academic dishonesty. Students will be made aware of those distinctions accordingly and must disclose their use of such tools. If its use by students is permitted, staff must ensure that any materials generated by AI are properly evaluated for accuracy and truthfulness. In a professional setting, staff may not misrepresent AI-generated content as original work.

### 3. Critical Evaluation

- **Content Review:** Always critically evaluate the output of Generative AI tools. Check for accuracy, relevance, and appropriateness of the information before incorporating it into lesson plans, communications, or assessments. Staff must continue to use their professional judgment in determining whether the content is accurate or appropriate for the classroom.
- **Quality Review:** AI tools used to generate educational content, including outlines, assignments, or other materials must be of the highest educational quality and align with the standards set forth by SEISD. Educators must review all materials to ensure AI outputs used for education align with the District's curriculum, are accurate, and hold high educational value for students. As necessary, educators must review the AI output and use their professional judgment to update or modify the output to ensure the highest quality standards.
- **Verify Sources:** Discern between credible sources and misinformation. Cross-check information obtained from AI tools with reputable sources.

### 4. Communication and Collaboration

- **Engagement with Colleagues:** Share insights and best practices related to the use of Generative AI tools with fellow staff members. Collaborate to develop effective strategies for integrating AI into the curriculum.
- **Support for Students:** Encourage students to discuss their use of Generative AI tools and seek guidance when unsure about appropriate applications.

### 5. Data Privacy and Security

- In addition to upholding academic integrity, staff must be vigilant about data privacy concerns and ensure that students are aware of them as well. Personal information must never be shared with AI tools. This includes, but is not limited to, names, phone numbers, addresses, social security numbers, grades, license plate numbers, birthdates, student IDs or any other information that could identify an individual. While some AI tools may be deemed safe and private, other generative AI platforms may learn from the data provided in prompts and could potentially expose personally identifiable information to other users in certain situations.
- **Data Minimization:** Minimize the amount of data input into the AI tool. Do not input more data than necessary. Staff must avoid inputting information into AI tools in-bulk. For

example, teachers should not upload an electronic file of the class roster into an AI tool. AI platforms may learn from the data provided in prompts and could potentially expose personally identifiable information to other users in certain situations, such as in the case of a data breach or hack. As the amount of personal information that is uploaded grows, so does the risk and resulting repercussions of a data breach.

- **Confidentiality:** Do not input sensitive or personally identifiable information (PII) into AI platforms. Ensure compliance with district policies regarding data privacy. Sensitive information includes, but is not limited to health information, race and ethnic information, financial information, and location information. Ensure compliance with district policies regarding data privacy, including Board policy FL.
- **Platform Usage:** Utilize only District-approved Generative AI tools to ensure security and support. If there is a tool that you are requesting permission to use, please contact the appropriate school administrator prior to using that tool for further information.

## 6. Professional Development

- **Continuous Learning:** Stay informed about the evolving landscape of Generative AI in education. Attend workshops and training sessions provided by the district to enhance understanding and effective use of these technologies.

## 7. Monitoring and Accountability

- **Oversight:** Administrators may monitor the use of Generative AI tools to ensure compliance with these guidelines. Staff are expected to adhere to established standards of conduct when utilizing these technologies.
- **Restrictions:** Teachers have the discretion to use the Chromebook management platform (Classwise) to restrict access to Microsoft Copilot and similar tools during specific class periods. However, this restriction will not prevent students from accessing generative AI applications on their personal devices.
- **Reporting Misuse:** Report any misuse of Generative AI tools to a supervisor or administrator. Prompt action will be taken to address any violations.

## 8. Use of Copyright Material

- Staff and students must respect intellectual property and exercise judgment related to copyrighted materials. For example, the mere ability to copy and paste something into Microsoft Copilot does not justify doing so.

# VI. SAN ELIZARIO ISD VETTED GENERATIVE AI TOOLS LIST

## 1. Microsoft Copilot

SEISD will establish Microsoft Copilot accounts on behalf of any individuals—students or staff based on eligibility.

## **2. Brisk Teaching**

## **3. MagicSchool**

# **VII. MONITORING TOOLS AND PROCESSES**

To ensure appropriate use of Generative AI tools and maintain a focused learning environment, staff may implement various monitoring tools and processes. The following are the tools available to District staff:

### **1) Classwize** allows teachers to monitor student activity on Chromebooks in real-time. With this tool, educators can:

- **Track Active Sessions:** Teachers can see which applications and websites students are currently using, enabling them to identify any unauthorized access to generative AI tools.
- **Restrict Access:** Educators have the capability to restrict access to specific websites and applications, including Microsoft Copilot and similar tools, during designated class periods. This feature allows teachers to maintain control over the learning environment and encourage students to focus on their assigned tasks.
- **Send Notifications:** Teachers can communicate directly with students through Classwize, sending reminders or alerts if they notice inappropriate use of technology or deviations from class activities.
- **View Screens Remotely:** Educators can remotely view students' screens, providing insight into their engagement with class materials and ensuring they are using approved resources.

# **VIII. FREQUENTLY ASKED QUESTIONS**

## **For Students**

### **Q: What are Generative AI tools?**

A: Generative AI tools, like Microsoft Copilot, use artificial intelligence to create content, answer questions, or assist with tasks based on the input they receive.

### **Q: Can I use AI tools for my assignments?**

A: Yes, you can use AI tools to assist with your assignments as authorized by your teacher, but you must properly disclose any content generated by these tools and ensure it is cited appropriately. You must follow your teacher's instructions on how to disclose AI usage and whether or not AI

can be used for a certain assignment. Using AI without proper authorization may subject a student to disciplinary action, under Board Policy EIA.

**Q: What should I avoid when using AI tools?**

A: Avoid using inappropriate prompts, submitting AI-generated work as your own without proper citation, and sharing personal information. Always verify the accuracy of the information provided.

**Q: What happens if I misuse Generative AI tools?**

A: Misuse can lead to consequences according to the SEISD Student Code of Conduct, including disciplinary actions such as assignment resubmission or loss of access to AI tools.

**Q: How can I get help if I'm unsure about using AI tools?**

A: If you're uncertain about how to use AI tools appropriately, reach out to a trusted teacher or adult on campus for guidance.

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**For Staff**

**Q: What are the guidelines for using Generative AI tools in the classroom?**

A: Staff should familiarize themselves with the appropriate use of Generative AI tools, prioritize academic integrity, and communicate data privacy concerns to students.

**Q: How can I restrict access to AI tools during class?**

A: Teachers may use the Chromebook management platform (Classwize) to restrict access to AI tools like Microsoft Copilot during specific class periods, but this will not prevent access from personal devices.

**Q: What data privacy concerns should I be aware of?**

A: Staff must ensure that personal information is never shared with AI tools. This includes names, phone numbers, addresses, social security numbers, grades, and other identifiable information.

**Q: What should I do if I suspect a student is misusing AI tools?**

A: If you suspect misuse, refer to the proposed consequences outlined in the SEISD Student Code of Conduct and communicate with the student about appropriate usage.

**Q: How can I monitor student use of AI tools?**

A: You can monitor student use through the Chromebook management platform (Classwize) and

by maintaining open communication about the guidelines and expectations surrounding AI tool usage.

## IX. RESOURCES

United Nations Educational, Scientific and Cultural Organization, *AI and education guidance for policy-makers*, (2021) available at <https://unesdoc.unesco.org/ark:/48223/pf0000376709#:~:text=AI%20and%20education%20Guidance%20for,on%20gender%20equality%20and%20Africa.>

AVID Open Access, *Approaches to Addressing ChatGPT and Academic Integrity Consider these 12 ways to minimize and address concerns regarding ChatGPT and academic integrity*. available at <https://avidopenaccess.org/resource/approaches-to-addressing-chatgpt-and-academic-integrity/> (last accessed Oct. 31, 2024)

U.S. Department of Education, *Artificial Intelligence and the Future of Teaching and Learning*, (May 2023) available at <https://www.ed.gov/sites/ed/files/documents/ai-report/ai-report.pdf>

University of Pennsylvania, *Generative AI and Your Teaching*, available at <https://cetli.upenn.edu/resources/generative-ai-your-teaching/> (last accessed Oct. 31, 2024)

Timothy McAdoo, *How to cite ChatGPT*, (Feb. 23, 2024) available at <https://apastyle.apa.org/blog/how-to-cite-chatgpt> (last accessed Oct. 31, 2024)

Lucinda Breeding-Gonzalez, *Sorry Denton ISD students: New district rules say ChatGPT can't write that paper for you*, DENTON RECORD-CHRONICLE, (Jan 29. 2023)

International Baccalaureate, *Statement from the IB about ChatGPT and artificial intelligence in assessment and education* (March 1, 2023) available at <https://www.ibo.org/news/news-about-the-ib/statement-from-the-ib-about-chatgpt-and-artificial-intelligence-in-assessment-and-education/>

Lance Eaton, *Syllabi Policies for AI Generative Tools* (Jan. 16, 2023) available at [https://docs.google.com/document/d/1RMVwzjc1o0Mi8Blw\\_-JUTcXv02b2WRH86vw7mi16W3U/edit?usp=sharing](https://docs.google.com/document/d/1RMVwzjc1o0Mi8Blw_-JUTcXv02b2WRH86vw7mi16W3U/edit?usp=sharing) (last accessed Oct. 31, 2024)

Vicki Davis, *Useful ChatGPT Prompts for English Language Arts Teachers*, (Apr. 18, 2023) available at <https://www.coolcatteacher.com/useful-chatgpt-prompts-for-english-language-arts-teachers/>