



Alexandria Public Schools

Artificial Intelligence (AI) Guidance

Our Mission

Our mission is to achieve educational excellence and to inspire a lifelong passion for learning.

Our Vision

Our vision is to be an extraordinary school district that tailors learning for all by working together.

About this Document

This document provides guidance on practices and strategies for incorporating Artificial Intelligence into education at Alexandria Public Schools. As a future focused organization, we aim to harness the potential of AI to enhance teaching, streamline administrative processes, and provide equitable and personalized learning experiences. At the same time, we recognize the challenges AI presents and are committed to addressing them with integrity, responsibility, and innovation.

This document also serves as a guide for educators, staff, and stakeholders, detailing the opportunities and considerations associated with AI integration in our schools.

Background & Introduction to Generative Artificial Intelligence

What is Artificial Intelligence?

- Artificial intelligence (AI) refers to computer programs that enable machines to learn from data and experience, recognize patterns, understand and respond to language, make predictions, and even generate creative outputs like images, poems, or code.



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Where did AI come from?

- AI has its roots in the mid-20th century when researchers began exploring how machines could simulate human intelligence. Over the decades, advancements in computing power, data availability, and algorithm development have propelled AI from theoretical concepts to practical applications across various industries, including education.

Why does AI matter in education?

- Understanding generative AI is crucial for organizations like Alexandria Public Schools because:
 - It helps educators harness its potential for personalized learning, engaging activities, and administrative efficiency.
 - It empowers responsible use by students and staff, mitigating risks like plagiarism, misinformation, and overreliance on AI outputs.
 - It prepares students for the future by teaching them about this transformative technology and its impact on various fields.

How do we ensure academic integrity while using Artificial Intelligence?

- Alexandria Public Schools values the use of generative AI in learning and teaching, but it must be used ethically and responsibly. Students are prohibited from claiming AI-generated content as their own work, even if they cite the source. Permission from a teacher or administrator is required before using generative AI for educational purposes. Failure to adhere to these guidelines may result in consequences as outlined in school handbooks.
- Additional guidance is provided further within this document.

Which AI Tools are most widely available and/or used at Alexandria Schools?

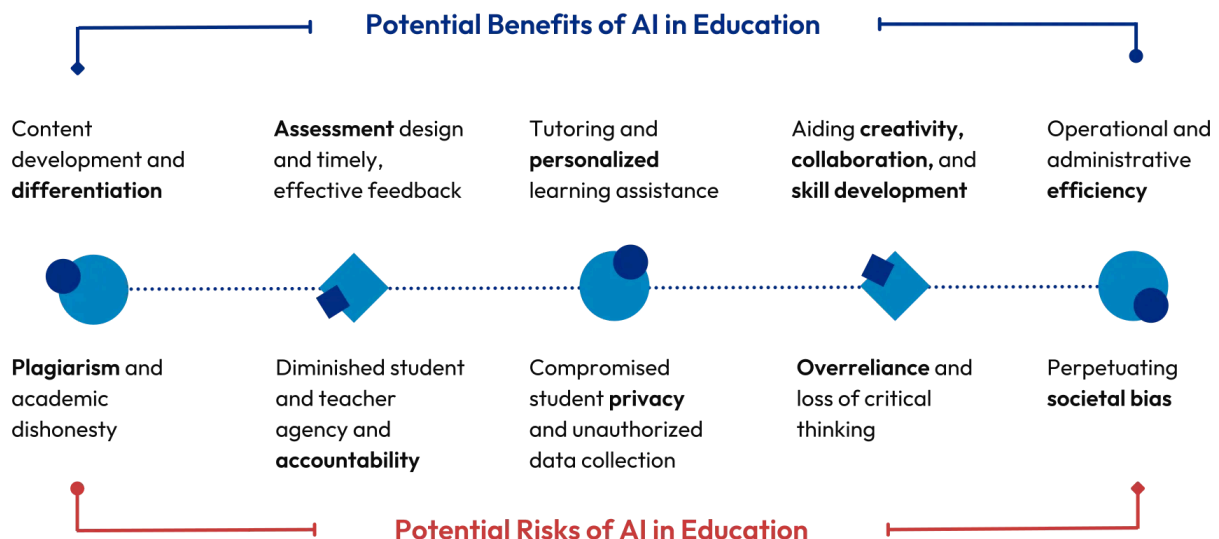
- Google Gemini - This District licenses Google Gemini for education for all staff
- Co Pilot - Alexandria Schools Special Education team has had training on and has used the free version of Magic School
- ChatGpt - While the free version is available for staff, please note the model in the free version is not 100% current
- SchoolAI - Similar to Magic School. Designed specifically for schools and classes.
- Educational Software Tools - Many other tools that Alexandria Public Schools licenses have some form of AI built into it to help teachers and students. Examples: Screencastify, Canva, Benchmark, etc.



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AI Guidance at Alexandria Public Schools

At Alexandria Public Schools, we aim to integrate AI tools in a manner that supports academic integrity and enhances learning opportunities for all students. To achieve this, these general guidelines are established to ensure that AI tools are used responsibly. With teacher approval, students are encouraged to use AI tools for research and brainstorming purposes, with the understanding that any AI-generated content must be properly cited. Teachers will emphasize the importance of originality and critical thinking, ensuring that AI is used to complement—not replace—the intellectual growth of our students. Furthermore, all stakeholders, including educators, students, and parents, will be informed of best practices for ethical AI use, privacy protections, and the avoidance of over-reliance on automated tools. The school district is committed to continuously reviewing and updating these guidelines in response to evolving technological advancements.





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Opportunities and Harnessing Strategies for using AI at Alexandria Schools

1. Enhanced Personalization

Opportunity:

AI enables customized learning paths, supporting differentiated instruction.

Strategies to Consider:

- Use AI to create assignments tailored to students' learning level.
- Incorporate student interests into learning materials.

Examples:

- Use AI to Generate personalized reading lists based on student interests and reading levels.
- Create differentiated assessments that adjust difficulty based on student performance.

2. Efficiency in Administrative Tasks

Opportunity:

Automating routine tasks allows staff to focus on student engagement.

Strategies to Consider:

- Utilize AI for scheduling and resource allocation.
- Utilize AI to review lesson materials and provide draft suggestions.

Examples:

- Automate parent-teacher communication by creating individualized progress reports.
- Organize lesson materials and streamline grading workflows.

3. Support for Lesson Planning and Content Creation

Opportunity:

Develop lesson plans and instructional materials to support student learning.

Strategies to Consider:

- Generate innovative ideas and enhance lessons.



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- Supplemental resources to enhance teaching.

Examples:

- Brainstorm engaging student learning opportunities that align with MN Academic Standards.
- Generate visual aids and multimedia resources using AI tools to enhance lessons.

4. Early Intervention and Data Analysis

Opportunity:

AI can identify academic needs and provide targeted support for students.

Strategies to Consider:

- Summarize and evaluate data and identify improvement areas.
- Provide ideas to support student learning.

Examples:

- Track student performance trends and identify students who need additional support.
- Create support plans utilizing AI.

5. Career and Skill Preparation

Opportunity:

AI skills prepare students for future job markets.

Strategies to Consider:

- Teach students both technical and ethical aspects of AI usage.
- Emphasize AI's role in workforce efficiency.

Examples:

- Organize lessons on AI tools relevant to industries students are interested in.
- Deliver lessons on ethical considerations.

6. Promoting Higher-Order Thinking

Opportunity:



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AI manages routine tasks, enabling focus on critical thinking skills for students or teachers.

Strategies to Consider:

- Develop activities emphasizing analytical and evaluative skills.
- Teach students to identify and critically assess AI outputs.

Examples:

- Design assignments where students must critique AI-generated responses for accuracy and bias.
- Create debate scenarios where students analyze and argue multiple perspectives.

7. Enhanced School Communication

Opportunity:

AI streamlines district communication.

Strategies to Consider:

- Draft updates and educational resources for families.
- Deliver efficient and effective communication.

Examples:

- Generate weekly newsletters to update families on class activities, upcoming assignments, and student progress.
- Communicate information and details to other staff.

8. Student Engagement in Developing AI Guidelines

Opportunity:

Involving students in AI guidance development builds civic responsibility.

Strategies to Consider:

- Encourage student participation in shaping AI guidance.

Examples:



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- Facilitate class discussions about the ethical considerations of AI and involve students in drafting classroom AI usage policies.

9. Operational Improvements

Opportunity:

AI supports school operations, improving efficiencies.

Strategies to Consider:

- Automate mundane tasks allowing staff more time to focus on other tasks.
- Facility management and budget planning.

Examples:

- Advocate for AI-driven tools to assist with scheduling and organizing school events.
- explore AI software to help optimize classroom energy use and facility maintenance.

10. Improved Educational Equity

Opportunity:

Creating personalized learning opportunities based on student need.

Strategies to Consider:

- Use AI to provide high-quality resources to aid in student learning

Examples:

- Support students accessing the curriculum (text-to-speech, Grammarly, Google Translate)



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Challenges and Mitigation Strategies in using AI at Alexandria Schools

1. Academic Integrity

Challenge:

AI tools can facilitate academic dishonesty by enabling students to bypass genuine learning.

Mitigation Strategies :

- Establish clear guidelines on AI usage and expected student competencies in every educational setting.
- Educate students on responsible AI use and ethical considerations.
- Design assignments that promote original thought and reduce AI dependency.

Examples:

- Clear expectations to my classroom syllabus and cover them with students on the first day of class. For example, students are permitted to use AI tools (e.g., Gemini or ChatGPT) for research and brainstorming on assignments, but all AI-generated content must be properly cited and acknowledged as such.
- Personalized samples of how AI can and cannot be used in my specific classroom.
- Design assignments and assessments to minimize cheating, such as promoting critical thinking through open-ended questions, oral assessments, and in-class supervised work.
- I will not rely upon web based tools in an effort to potentially catch or penalize students using AI. These tools have proven themselves not 100% reliable and have proven to have many false positives.

Challenge:

Excessive dependence on AI may impair students' critical thinking and creativity.

Mitigation Strategies:

- Teach appropriate AI usage explicitly in classrooms.
- Cultivate a learning environment that values human cognition and responsible AI use.
- Adapt teaching methods to enhance critical thinking and creativity.



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Examples:

- Incorporate assignments where AI is not required, encouraging organic thought processes.
- Teach students to assess the validity and reliability of AI tools and explicitly highlight their shortcomings.
- Communicate with parents and the community about AI use and its implications.

Challenge:

Unclear guidelines for citing AI-generated work can cause confusion.

Mitigation Strategies:

- Clear standards for acknowledging AI-generated contributions.

Examples:

- Create a citation guide that includes AI tools as sources, ensuring students understand how to properly credit AI-generated content

2. Data Privacy and Security Risks

Challenge:

Utilizing AI with private student data may pose privacy and security concerns.

Mitigation Strategies:

- Educate stakeholders on data security best practices.
- Use approved AI tools with transparent data usage policies.
- Maintain confidentiality and clearly define data ownership.

Examples:

- Teach students about the negative impacts of sharing personally identifiable information (PII) with AI.
- Follow the policies and procedures of Alexandria Public Schools and advocate for compliance within the classroom.
- Avoid entering personal data (PII) in any AI tool.



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3. Policies and Legal Concerns

Challenge:

Existing policies may not align with rapid AI advancements, leading to legal risks.

Mitigation Strategies:

- Regularly update policies to reflect current AI developments.
- Promote intentional and informed AI implementation.

Examples:

- Discuss any challenges or shortcomings with building administration and/or the technology department to address gaps in AI guidelines and policies.
- Technology staff and administrators will support the updating of district policies.

4. Mental Health and Social Impact

Challenge:

AI use may contribute to issues like addiction and diminished interpersonal skills.

Mitigation Strategies:

- Address potential AI-related mental health concerns similarly to social media challenges.
- Encourage balanced AI usage and foster interpersonal interactions.

Examples:

- Monitor students for signs of mental health concerns or social isolation and report to the appropriate support staff.

5. Impact on Human Creativity and Originality

Challenge:

AI dependence may stifle original thinking.

Mitigation Strategies:

- Encourage assignments that require creativity without AI assistance.



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Examples:

- Assign projects that emphasize the use of student creativity and critical thinking.

6. Lack of AI Proficiency Among Educators

Challenge:

Limited training may impede effective AI integration by staff.

Mitigation Strategies:

- Provide professional development on AI tools.

Examples:

- Participate in AI-focused professional development workshops to improve my own understanding and integration of AI tools into the curriculum.



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Acknowledgments

A heartfelt thank you to the members of the Alexandria Public Schools AI Task Force for their dedication, innovation, and insightful contributions to this initiative. This team of students, teachers, staff, and administrators has worked collaboratively to explore the challenges and opportunities presented by artificial intelligence in education. Through their critical thinking, creativity, and shared expertise, they have helped shape a framework that will guide our district in navigating this transformative technology.

Sources

- Combined insights from Alexandria Public Schools' AI task force
 - Rick Sanstead, Superintendent
 - Darcy Josephson, Assistant Superintendent
 - Jessie Hjelle, HR Director
 - Jan Finazzo, AAHS Teacher
 - Melissa Bloch, DMS Teacher
 - Greg Juelke, VES Teacher
 - Tammara DeJesus, EEC Teacher
 - Justin Tongen, SPED Teacher
 - Tami Carrillo, Admin Assistant
 - Heather Timm, DMS Principal
 - Bob Brakke, AAHS Assistant Principal
 - Troy Wunderlich, GMC Principal
 - Kevin Brezina, Technology
- Minnesota Department of Education - Artificial Intelligence in Education
- Minnesota's Generative AI Task Force
- Teach AI - AI Guidance for Schools Toolkit
- Education Week - Artificial Intelligence in the Classroom
- ChatGPT - Consolidation of Group Work from Alexandria AI Task Force
- Peninsula School District - Artificial Intelligence Overview
- St. Cloud Public Schools - Guiding Practices for Generative AI



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Supplemental Resource

EducationWeek.



Don't ...

- **Rely** on an AI text detector because they produce many false positives, particularly for content produced by English-language learners.
- **Ignore** AI or ban students from using it now or in the future. Teachers risk losing learning opportunities if they take a just-say-no strategy.
- **Accuse** students of using uncited AI in their work without first talking to them. Instead, consider asking students questions about their work to confirm their understanding.

SOURCE: Education Week, Larry Ferlazzo, Katie Hull Sypniewski
Icons: via Getty