



Sycamore Community
School District 427

Artificial Intelligence Plan

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Purpose

The purpose of this AI Plan is to outline Sycamore CUSD 427's districtwide approach to the safe, ethical, equitable, and effective integration of artificial intelligence (AI)-enabled tools in support of student learning, educator effectiveness, and operational efficiency. This plan aligns with Board Policy 1:30 (School District Philosophy), Board Policy 7:345 (Use of Educational Technologies), and Board Policy 7:190.8 (Academic Integrity), and complies with all applicable laws and regulations including SOPPA, COPPA, and FERPA.

Empowering all learners to succeed in *their* world.

Guiding Principles for AI Use

- ❖ **Enhance Learning and Efficiency:** AI tools should be used to support student learning, differentiate instruction, and reduce staff workload where appropriate.
- ❖ **Human-Centered Decision Making:** Teachers and staff remain responsible for decisions related to instruction, grading, communication, and operations. AI should support—not replace—human judgment.
- ❖ **Critical Thinking and AI Literacy:** Students and staff should be educated on how AI works, its limitations, and its ethical implications.
- ❖ **Equity of Access:** When AI is permitted for assignments or classroom use, equitable access for all students must be ensured.
- ❖ **Transparency:** Any use of AI in assignments or communication should be disclosed and guided by instructional expectations.

Goals

- Leverage AI-enabled tools to support innovative instruction, differentiated learning, and staff productivity.

- Ensure student data privacy and ethical use of AI in compliance with state and federal laws.
- Foster critical thinking, digital literacy, and responsible use of AI in students and staff.
- Promote equitable access and use of AI tools.
- Build staff and student capacity through training, clear guidelines, and ongoing support.

Implementation Timeline

SY 2025-2026

- **Summer 2025:** Draft AI Plan and Responsible Use Guidelines
- **August 2025:** Launch initial staff training
- **Fall 2025:** Begin K-5 training videos and 6-12 ongoing support
- **Fall 2025:** Technology Advisory Committee reviews AI Plan and Responsible Use Guidelines
- **Winter 2025:** Finalize AI Plan and Responsible Use Guidelines
- **Winter 2025:** Plan and select team for AI Tool Exploration
- **Spring 2026:** Complete AI Tool Exploration
- **Spring 2026:** Ongoing teacher training
- **Spring 2026:** Plan student training

SY 2026-2027

- **Summer 2026:** Finalize student training plans
- **August 2026:** Launch student training
- **Fall 2026:** Review and refine AI Plan and Responsible Use Guidelines with Technology Advisory Committee

- **Fall 2026:** Ongoing student training

Tool Approval and Data Privacy

- The Technology Department will maintain and regularly update a list of SOPPA-compliant AI tools approved for district use.
- Staff must not use AI tools involving student work unless the tool is approved and the staff member is using their school account. Staff must never put student PII (personally identifiable information) into any AI tool.
- The District prohibits the use of non-compliant browser extensions, plug-ins, or software.

Staff Training and Support

- **August 2025:** Launch initial staff training for grades 6-12 certified staff and grades K-5 specials teachers and related services including:
 - Guest speaker
 - AI for Teachers
 - AI for Students
- **October 2025:** Begin AI in 5 videos for K-5 staff
- **October 2025:** Additional training session for high school certified staff
- **December 2025:** Additional training session for middle school certified staff
- **February 2026:** Optional training sessions on AI offered at Professional Development Day
- **March 2026:** Additional training session for middle school certified staff
- **April 2026:** Additional training session for high school certified staff

Student Learning and Digital Citizenship

The Technology Department will work with the Learning and Teaching Department to re-evaluate and formalize curriculum related to digital citizenship, including updates related to

the use of AI. This work will be done with the goal of making changes to be implemented in the 2026-2027 school year. The goal of this work will be to ensure the following:

- Students in grades 6–12 will receive instruction on:
 - How AI works and its appropriate use
 - Limitations, risks, and ethical implications
 - Board Policy 7:190.8 and expectations for academic integrity
- Lessons will be embedded into digital citizenship instruction and reinforced by classroom teachers.

Evaluation and Review

The AI Plan and Responsible Use Guidelines will be reviewed and updated annually. The review process will include:

- Gathering feedback from stakeholders
- Assessing effectiveness of professional development
- Monitoring tool usage and compliance
- Reviewing changes to technology, laws, and policies

Oversight and Communication

The Director of Instructional Technology will coordinate implementation and serve as the point of contact. All plans and guidelines will be reviewed by the Technology Advisory Committee. Updates to staff, students, and families will be provided through district communication channels.