



Sycamore Community
School District 427

**Artificial Intelligence Responsible Use
Guidelines**

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Purpose

This document provides guidance to students, staff, and educational partners in Sycamore CUSD 427 on the responsible, ethical, and secure use of artificial intelligence (AI), especially generative AI tools. These tools offer exciting opportunities to support teaching, learning, and operational efficiency, but must be used with caution and care to uphold our values, policies, laws, and student safety.

All AI use must also be consistent with [Board of Education policy](#), the staff responsible use policy, the student [acceptable use policy](#), and student handbooks.

This guidance is developed in accordance with the Board of Education's policy on the use of AI-enabled tools and aligns with Board Policy 6:235.

Scope

This guidance applies to all students, teachers, staff, and administrators who use, implement, or interact with AI tools in an educational context. It complements and reinforces existing district policies, including those on acceptable technology use, academic integrity, student discipline, copyright, and student data privacy.

AI technologies referenced include, but are not limited to: generative AI models (e.g., Gemini, ChatGPT, Securly Chat), intelligent tutoring systems, writing assistants, and tools embedded in existing educational platforms.

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.

Responsible Use of AI Tools

For Staff

- Use AI for lesson planning, content differentiation, communication drafts, and administrative tasks.
- Always verify the accuracy of AI-generated content.
- Only use SOPPA-approved tools when student work is involved (e.g., Securly Chat, Google Gemini with school account, Brisk).
- Never upload student data into any AI tools including but not limited to names, IDs, grades, or personal information.

For Students

- Students may only use AI tools with the express permission of a teacher for a specific assignment or purpose.
- Students must follow teacher guidelines on when and how AI may be used.
- Using AI-generated work without permission or misrepresenting AI work as one's own is strictly prohibited. (Board Policy 7:190.8)

Prohibited Use of AI Tools

- Uploading or sharing personally identifiable information (PII) into any AI system. (Board Policy 5:130)
- Using AI to cheat, plagiarize, or replace original student work. (Board Policy 7:190.8)
- Generating or spreading inappropriate, harmful, or biased content. (Board Policies 5:125, 7:345)
- Using unapproved AI browser extensions or plugins. (Board Policies 5:125, 7:345)
- Employing AI in a way that diminishes human agency or misrepresents facts. (Board Policy 7:345)

Safety, Security, and Privacy

- The district prohibits the use of AI systems that do not comply with SOPPA, COPPA, FERPA, or other relevant data protection laws.
- Students and staff must not input PII into any unapproved AI tools.
- AI tools embedded within existing district-approved platforms (Turnitin, Pear Deck, Screencastify, Canva, etc.) may be used safely under normal usage.

Review and Continuous Improvement

As AI technologies evolve, this guidance will be regularly reviewed and updated in alignment with Board policy. Feedback from staff, students, and families is welcome. Final decisions on AI use and tool approval will be made by the District Technology Department in collaboration with school and district leadership. These guidelines will be reviewed annually by the District Technology Advisory Committee.

For more information or questions, contact Phoebe Balentyne, Director of Instructional Technology.