

USE OF GENERATIVE AI IN CLASSROOM INSTRUCTION



Teacher Guidelines

When using district approved AI tools, follow the guidelines below to ensure your use is safe and responsible. Also, always follow the rules and policies in the Student Code of Conduct when using AI tools.

Generative AI tools may be used by students as a studying assistant to prepare for assessments, but not to complete the assessments unless explicitly stated. AI Use Continuum Scale:

PRIVACY & DATA PROTECTION

Before any third-party tools are introduced, comprehensive vetting, including detailed privacy, security, and ethical use assessments will be conducted to comply with federal, state, and local laws and policies.

Refrain from uploading student work or student personally identifiable information (PII) to Generative AI tools for grading or other purposes, even if it has been de-identified, unless the tool is approved by the district.

PROFESSIONAL DEVELOPMENT

Written information and guidance will be provided to educators and staff to build core knowledge of AI concepts, understand ethical and legal implications, review approved AI-enabled tools, determine best practices for integration, and focus on strategies for realizing the benefits while mitigating associated risks.

PEDAGOGICAL ALIGNMENT

Generative AI use in the classroom should be aligned with pedagogical principles, curriculum standards, educational goals, and research-based instructional strategies and practices.

Generative AI tools sometimes make mistakes or even make up information when they don't have the right answer. Double-check the information provided by generative AI tools using other reliable sources, such as textbooks or trusted websites.

Always critically evaluate the suggestions from generative AI tools and make your own improvements. You are ultimately responsible for your work, not AI.

Tools should be used to enhance student-centered learning, critical thinking, collaboration, and problem-solving skills.

ONGOING EVALUATION & REFLECTION

AI guidelines and related policies will be monitored in accordance with our policy review cycle in order to identify and address emerging risks, opportunities, and the need for updates or revisions.

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Student Guidelines

Using generative AI can be an innovative and engaging way to enhance your learning experience. However, use of AI in your learning is a privilege and should not be misused. Following guidelines and expectations are provided to ensure that the technology is used in a responsible and productive manner.

AUGMENTATION, NOT REPLACEMENT

The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. Refer to the student code of conduct.

AI should complement your work, not replace your own effort and insight. If allowed for an assignment, generative AI tools may be used to help you prepare for assessments, generate new ideas, summarize information, break complex ideas into steps, etc., but the final output should be your work.

Generative AI tools may be used by students as a studying assistant to prepare for assessments, but not to complete the assessments unless explicitly stated.

Use the above approved tools to create AI-generated images, videos, or presentations only when permitted by your teacher.

Continue to focus on collaboration with other students and your teachers. Despite the capabilities of AI, nothing replaces in-person interactions and learning together.

Follow your teacher's expectations about when and how much you can use generative AI for each assignment. Refer to the [AI Use Continuum Scale](#).

ETHICAL CONSIDERATIONS

If you are under 13 years old, you are not allowed to use generative AI tools that create new content like essays or art. Students 13 and older may use tools in alignment with guidelines.

Never share your personal information, such as your full name, address, or phone number, with AI tools.

Remember that the information you enter into generative AI tools can be used by the companies that created them. Therefore, be selective about the information you enter.

When entering text into AI tools, always use respectful and inclusive language that follows digital citizenship expectations.

Your conduct online, especially with AI, should be ethical and responsible. It's about being a positive contributor in a digital space.

Be aware that AI tools can perpetuate or amplify biases present in the data they are trained on.

Actively work to identify and mitigate biases, particularly when you are using generative AI tools to create content.

Students should be taught strategies for using approved generative AI tools ethically, with clear guidelines on citation and usage in academic work.