Artificial Intelligence Guidance for K-8 Education
Glenview School District 34

Scope

This guidance complements existing policies on technology use, data protection, academic integrity, and student support. It aims to support the responsible and effective integration of artificial intelligence (AI) into our PreK-8 education landscape in Glenview School District 34 while prioritizing student safety and learning.

Philosophy

Glenview School District 34 is committed to:

1. **Enhancing Education:** Leveraging AI to enrich student learning, teacher effectiveness, and operational efficiency.
2. **Responsible and Ethical Use:** Promoting AI's ethical and secure application in alignment with the district's values.
3. **Empowerment:** Empowering students and staff to use AI responsibly to enhance—not replace—the human aspects of education.
4. **Adaptability:** Continuously updating practices to align with the evolving AI landscape.

Guiding Principles

1. **Purpose:** Use AI to support educational goals, improve learning outcomes, and enhance teacher and operational efficiency. Evaluate AI tools for biases and ethical concerns to ensure they benefit the diverse school community.
2. **Compliance:** Adhere to all relevant policies and regulations, including those protecting student privacy and data security. **Ensure no personal information is shared** with AI systems. Personal information includes but is not limited to combined First Name - Last Name, Home Addresses, Email Address, Class Roster, Phone Numbers
3. **Knowledge:** Promote AI literacy among students and staff, teaching them how AI works, when to use it, and its applications in learning and teaching.
4. **Balance:** Explore AI's benefits while addressing risks such as misinformation and bias. Evaluate AI use to ensure responsible application.
5. **Integrity:** Uphold academic integrity by ensuring that AI use aligns with values like honesty, trust, and fairness. Require proper acknowledgment of AI assistance.
6. **Agency:** Maintain the role of teachers and students as decision-makers. AI will support but not replace human judgment in academic and operational contexts.

7. **Evaluation:** Regularly review and update AI-related policies and practices to keep them relevant and effective.

Responsible Use of AI Tools

For Students

- **Learning Support:** AI can aid creativity, collaboration, language learning, personalized study materials, and tutoring.
- **Ethical Use:** Students must acknowledge any AI assistance in their work and ensure originality.

For Staff

- **Teaching Support:** AI can assist with lesson planning, differentiating instruction, designing assessments, and providing insights into student performance.
- **Administrative Support:** AI can streamline tasks like drafting communications, compiling resources, and improving operational efficiency.
- **Educational Support:** AI detectors should not be used in isolation as they contain limitations.

Prohibited Use of AI Tools

1. **Academic Dishonesty:** Using AI-generated content without proper disclosure is considered plagiarism and is, therefore, a form of academic dishonesty that can lead to student discipline per Board Policy 7:190.
2. **Bullying or Harassment:** Manipulating AI tools to harm or intimidate others is strictly prohibited.
3. **Privacy Violations:** Staff and students must not input personal or confidential information into unauthorized AI platforms.
4. **Bias and Overreliance:** Avoid relying solely on AI without critical evaluation, as AI outputs may reflect societal biases or inaccuracies.

Advancing Academic Integrity

- AI tools should be used to enhance fairness, respect, and honesty in learning.
- Teachers will guide students on when and how AI can be used in assignments, emphasizing critical thinking and originality.
- Teachers and staff must evaluate AI outputs for relevance and accuracy.

Special Considerations: Security, Privacy, and Safety

In an increasingly digital world, safeguarding student data privacy is paramount. As a district, we bear a legal and ethical responsibility to ensure that student data is handled with the utmost care and in full compliance with applicable laws and regulations.

Student data, including personally identifiable information (PII), academic records, behavioral data, and any other sensitive information collected or maintained in the course of educational activities, must be treated as confidential. Such data includes, but is not limited to:

- Full names, dates of birth, and addresses.
- Academic performance and assessment
- The district will ensure AI tools comply with data protection laws (e.g., SOPPA, ISSRA, FERPA, CIPA).
- Unauthorized AI tools lacking data privacy agreements are not permitted for use with student information.
- AI platforms will be vetted for compliance with ethical and safety standards.

Professional Development

- **For Staff:** Training opportunities for using AI effectively and ethically will be provided.
- **For Students:** Age-appropriate guidance will be offered to develop foundational AI literacy skills in a safe, supervised environment.

Review and Updates

This guidance will be reviewed annually to ensure alignment with emerging laws, technologies, and educational needs. Feedback from the school community will inform revisions.

Resources

- **Code.org**
- **TeachAI.org**
- **ISTE Standards for Educators**
- **Digital Promise**

Glenview School District 34 remains committed to preparing students for an AI-driven future while ensuring a secure, ethical, and educationally enriching environment for all learners.