



Colton
JOINT UNIFIED SCHOOL DISTRICT



AI HANDBOOK

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A Message From Our Superintendent



It is with great pride and a strong sense of responsibility that I introduce the CJUSD Student Artificial Intelligence (AI) Handbook. This handbook is designed to guide students in understanding the role of technology, and specifically AI, in today's learning environment, while emphasizing its responsible, ethical, and purposeful use. As technology continues to shape how we learn, create, and communicate, it is essential that students are equipped not only with access to these tools, but with the knowledge and skills to use them thoughtfully and effectively.

At its core, this handbook reinforces our belief that technology should support learning, enhance creativity, and expand opportunities for all students. AI has the potential to personalize learning, support diverse learning needs, and help students deepen their understanding of content when used appropriately. At the same time, it requires clear expectations, strong digital citizenship, and an understanding of academic integrity, bias, and accountability. This handbook provides guidance to help students navigate these tools responsibly while maintaining high standards for learning and ethical behavior.

As someone who values equity and access in education, I recognize that technology can be both a powerful equalizer and a source of new challenges. Our responsibility as a district is to ensure that all students, regardless of background or circumstance, have equitable access to learning opportunities and are supported in developing the skills needed to succeed in a technology-rich world. By acknowledging diverse experiences, perspectives, and learning styles, we can use AI as a tool to strengthen engagement, promote critical thinking, and support deeper understanding for every learner.

This handbook also reflects our ongoing commitment to examining bias and addressing systemic inequities, including those that may be embedded within technological tools themselves. Students are encouraged to think critically about the information they encounter, the tools they use, and the impact of technology on themselves and others. Learning to use AI responsibly is not only about academic success, it is about preparing students to be informed, ethical, and engaged members of society.

We believe that preparing students for the future requires collaboration among students, educators, families, and the broader community. Together, we can create a learning environment where innovation is balanced with responsibility, curiosity is guided by integrity, and technology is used to empower rather than replace human thinking and creativity.

Thank you for your partnership as we support our students in learning to use AI as a tool for growth, learning, and opportunity, grounded in our shared values of equity, inclusivity, and excellence.

A handwritten signature in black ink, appearing to read 'Frank Miranda', written in a cursive style.

Dr. Frank Miranda

Our North Star: AI as a Tool to Fulfill Our District's Vision

Our AI strategy is not a separate initiative; it is a direct extension of our core mission. We are adopting these new tools to better achieve the long-standing goals we have for every student.

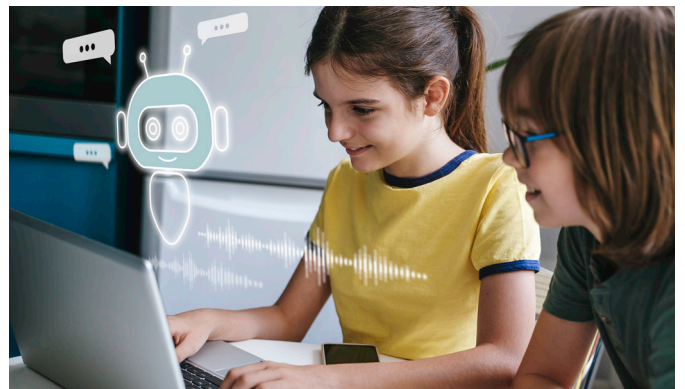
CJUSD Vision Statement

"In the Colton Joint Unified School District, we believe each student deserves the academic proficiency and skills necessary to thrive in college and in the global workforce... Our students will show compassion and empathy... They will learn the power of making ethical decisions that propel them into success beyond high school."



Artificial Intelligence (AI) in Colton Joint Unified School District serves as a powerful tool to advance our [mission](#) of ensuring every student thrives academically, socially, and emotionally by expanding access to personalized learning, improving productivity, and supporting responsive teaching practices. Guided by the [CJUSD Vision](#), AI helps cultivate compassionate, ethical problem-solvers by promoting inquiry, creativity, and integrity in how students learn and interact with information. In alignment with our Equity Design Plan, AI is implemented to eliminate barriers, honor cultural and linguistic diversity, and ensure historically marginalized students receive the tailored supports, opportunities, and resources needed to reach their full potential.

The CJUSD AI Handbook has been created to guide the ethical, responsible, and equitable use of AI for staff, students, parents, and families. This handbook ensures our practices are transparent, developmentally appropriate, and grounded in our mission, vision, and Equity Design Plan. It serves as a shared resource to help our community understand how AI supports learning, safeguards student well-being, and strengthens our collective commitment to access and opportunity for all.



How to Read This Handbook

This handbook serves as a guiding document to support understanding and responsible use of Artificial Intelligence across CJUSD. It is intended to provide clarity, consistency, and shared expectations for students, staff, families, and community members.

This handbook should be read alongside applicable board policies, administrative regulations, site procedures, and classroom guidelines. In cases where additional clarification is needed, district guidance and professional judgment apply.



Introduction

What Is Artificial Intelligence?

Artificial Intelligence (AI) refers to computer systems designed to analyze vast amounts of data to identify patterns, interpret language, and provide insights for complex tasks.

Generative AI

The AI tools currently used in CJUSD, such as chatbots and content-generation tools, are forms of Generative AI. These tools can create new text, images, data summaries, code, or other outputs based on user prompts.

CJUSD Philosophy: AI as a Teammate

CJUSD approaches AI not as a replacement for human expertise, but as a resource that supports our staff's goals. AI excels at processing information, analyzing data, and performing repetitive tasks efficiently. Human professionals remain central, providing empathy, ethical reasoning, cultural awareness, creativity, and relationship-building, which are essential to learning and service.



Why Now? Seizing a Transformative Opportunity

AI represents a pivotal moment in education. Our plan is a formal commitment to actively shaping this opportunity, not passively observing it. Immediate, strategic action is required in four critical areas:



Equity

AI has the potential to widen achievement gaps if access, training, and oversight are not systematized.



Ethics & Safety

Concerns about bias, misinformation, and inappropriate use demand clear guardrails and strong data privacy protection.



Future Readiness

Colleges and industries are rapidly incorporating AI. We must prepare students with the fundamental skills and ethical awareness they will need.



Operational Efficiency

We must harness AI to streamline operations and amplify the work of our dedicated educators and staff.

AI represents a new chapter in both education and the workforce. This plan serves as our commitment to navigating this technology responsibly, ensuring it serves as a practical resource for our educators and students.

The urgency for immediate, strategic action stems from four critical areas:

- 1. Equity:** AI has the potential to widen existing achievement gaps if access, training, and oversight are not systematically established to serve all students.
- 2. Ethics & Safety:** Concerns regarding bias, misinformation, and inappropriate use demand clear guardrails, comprehensive digital citizenship instruction, and strong data privacy protection.
- 3. Future Readiness:** Colleges and industries are rapidly incorporating AI into everyday practice. CJUSD must prepare students with the relevant skills and ethical awareness required for college and career pathways where AI literacy is a fundamental skill.
- 4. Operational Efficiency:** We must strategically harness AI to streamline operations, enhance learning opportunities, and increase efficiency to amplify the work of our dedicated educators and staff.

Our objective is clear: to ensure AI strengthens instruction, increases efficiency, and empowers every member of our community to thrive in a digital future.

Systems Alignment: Connecting the AI Plan to Our Core Mission

This plan is inextricably linked to our CJUSD Design Plan and is a strategic imperative designed to help us realize the ambitious goals we have set for our students.

The successful, ethical integration of AI directly supports the [CJUSD Design Plan](#) Pillars of Equity, Innovation, and Responsive Teaching.

- **Critical Thinkers:** Students use AI not as a source of definitive answers, but as a tool to generate initial ideas, analyze data, and critically evaluate output for bias, accuracy, and relevance.
- **Collaborators:** We include the ability to collaborate effectively with AI as a resource, delegating tasks and integrating its outputs into a larger, human-led project.
- **Integrity:** We teach students to use these powerful tools ethically, acknowledge their use transparently, and take full ownership of their final work.

By thoughtfully weaving AI into our educational fabric, we build a more effective and relevant path to achieve our district's vision.



Our Bedrock: Designing for Equity from Day One

This plan is inextricably linked to our CJUSD Design Plan. The ethical integration of AI directly supports our pillars of **Equity, Innovation, and Responsive Teaching**.



AI  **EQUITY**

- **Eliminating Disparity:** We will use AI to identify and address disproportionality, ensuring tools bridge opportunity gaps, not widen them.
- **Supporting Marginalized Voices:** AI will be used to provide tailored supports, like real-time translation for English Learners and assistive technologies for students with diverse needs.
- **Ensuring Access:** We will actively examine all gatekeeping practices to ensure AI tools and the opportunities they provide are accessible to ALL students.

The implementation and use of Artificial Intelligence within Colton Joint Unified School District is guided by the following essential core values:

1. Equity

- AI tools must be accessible to all students and designed to bridge opportunity gaps rather than widen them.
- Commitment: We ensure that access to advanced technology is never limited by a student's socioeconomic status or home resources.

2. Universal Accessibility

- We prioritize AI tools that remove barriers to learning and support students of all abilities.
- Commitment: AI will be used to provide real-time translation for English Learners and to power assistive technologies (such as speech-to-text or personalized reading levels) for students with diverse learning needs, ensuring every student can engage with the curriculum.

3. Inclusion

- We foster an environment where AI supports and reflects all individual identities.
- Commitment: All AI platforms must undergo rigorous vetting for algorithmic bias to ensure they provide a safe, affirming, and culturally responsive experience for our diverse student population.

4. Kindness & Respect

- The use of AI must be governed by our district's standards of digital citizenship.

- Commitment: We prohibit the use of AI to generate or spread harmful, deceptive, or disrespectful content. Our goal is to use technology to build up, not tear down.

5. Human-Centered Relationships

- AI will amplify, but never replace, the vital human connections between students, staff, and families.
- Commitment: We believe education is a social endeavor. AI is used to handle repetitive tasks so that teachers have more time for mentorship and direct student support.

6. Teamwork (The “AI as Teammate” Philosophy)

- We encourage collaboration among people, strategically using AI as a partner to spur innovation.
- Commitment: Students and staff are taught to interact with AI critically, treating it as a “thought partner” for brainstorming and problem-solving while maintaining human accountability.

7. Responsible Innovation

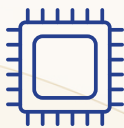
- We encourage the creative exploration of AI to enhance teaching and personalize learning.
- Commitment: We balance the “new” with the “necessary,” ensuring every use of AI is grounded in student safety, data privacy, and instructional efficiency.

8. Excellence & Service

- We strive for excellence by equipping our community with the skills required for tomorrow’s workforce.
- Commitment: We use AI to prepare students for a world where AI literacy is a fundamental requirement, ensuring they graduate ready to lead with integrity.

Our Philosophy: AI as a Teammate

CJUSD approaches AI not as a replacement for human expertise, but as a supportive teammate. This partnership allows us to amplify our uniquely human strengths.



Where AI Excels (The Tool)

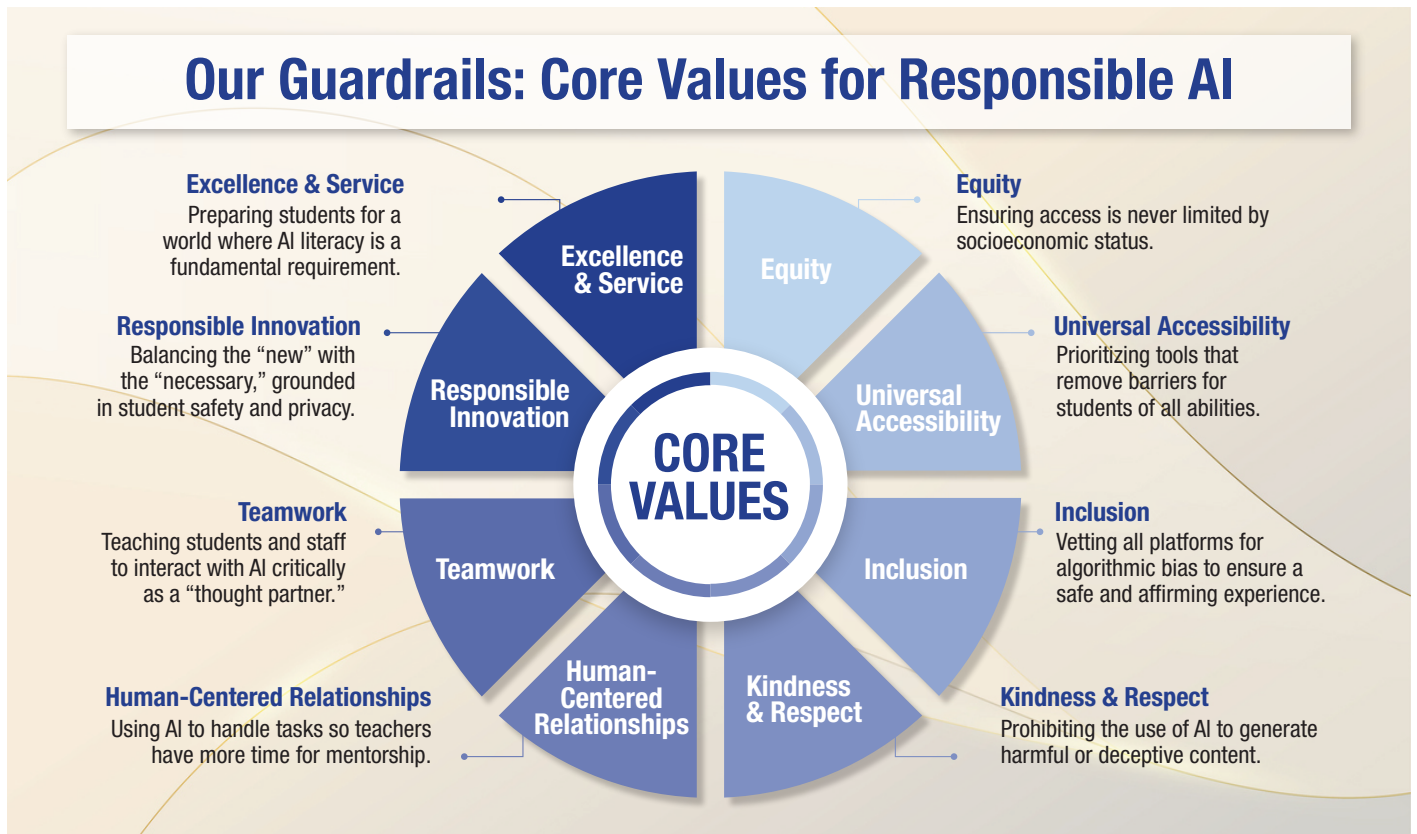
- Processing information
- Analyzing data
- Performing repetitive tasks efficiently
- Generating initial ideas



Where Humans Lead (The Professional)

- Empathy & relationship-building
- Ethical reasoning & judgment
- Cultural awareness & responsiveness
- Creativity & critical thinking

Our Guardrails: Core Values for Responsible AI



Guiding Principles & Ethical Framework

Ethical Use of AI

The ethical use of Generative AI within CJUSD is grounded in academic integrity and responsible digital citizenship. Submitting AI-generated content or ideas as their own is plagiarism and cheating. Ethical practice requires students to follow copyright rules, cite AI appropriately, and be honest about using the tool. All users must engage with AI respectfully, responsibly, and safely. Furthermore, ethical use includes critically evaluating AI's output for accuracy and potential bias, and protecting data privacy by never entering personal information.

RESPONSIBLE USE

- Have I asked my teacher if I can use AI on this work?
- Is this use of AI appropriate?
- Am I being honest about using AI?
- Have I cited my use of AI?
- Am I critically evaluating AI's output?
- Have I verified the accuracy of the information?
- Am I protecting my data privacy?

ASK YOUR TEACHER

	<p>AI ALLOWED Use it to support your work.</p>
	<p>AI LIMITED Please check the rules.</p>
	<p>NO AI ALLOWED Do not use AI on this assignment.</p>

AI Detection

CJUSD does not approve or endorse the use of AI detection tools as a primary method for determining academic integrity violations.

Research and field experience indicate that AI detection tools are unreliable and may inaccurately flag student work, particularly for multilingual learners, students with disabilities, and students whose writing styles differ from standardized norms. These tools may produce false positives and do not provide conclusive evidence that AI was used inappropriately.

AI detection tools shall not be used as the sole basis for disciplinary action, grading decisions, or accusations of academic dishonesty. Determinations related to academic integrity must be based on professional judgment, instructional context, student work samples, and direct evidence aligned with established district and site-level academic integrity procedures.

CJUSD emphasizes instructional approaches over surveillance-based enforcement, including:

- Clear communication of expectations for AI use on assignments
- Instruction in ethical AI use and citation
- Opportunities for students to demonstrate learning through process-based work, drafts, reflections, and in-class assessments

While individual sites or staff may explore AI detection tools, their use must be approached with caution and may not replace educator judgment or district-approved academic integrity processes.

Instruction Over Surveillance: Our Stance on AI Detection Tools

CJUSD does not approve or endorse the use of AI detection tools as a primary method for determining academic integrity violations.

The Rationale

- **Unreliable:** Research and field experience show detectors are inaccurate and produce false positives.
- **Biased:** They may unfairly flag work from multilingual learners and students with diverse writing styles.
- **Not Conclusive:** Detector results shall not be used as the sole basis for disciplinary action or grading decisions.

Our Focus Instead



- Clear communication of expectations.
- Direct instruction in ethical AI use and citation.
- Assignments that prioritize the learning process (drafts, reflections, in-class work).

Protecting Our Community: Data Privacy and Security

CJUSD is committed to protecting the privacy and security of all student, staff, and family data. Responsible AI use requires strong safeguards and transparency.

District Responsibilities



Vetting Process: Any AI tool used with students must be approved through our 'Ask Before You App' (ABYA) process.



Compliance: All approved tools must comply with FERPA, COPPA, and California privacy laws.



Task Force Oversight: A district AI task force reviews tools for safety, privacy, and instructional value.

User Responsibilities



No Personal Information: Students and staff must never enter personal, confidential, or sensitive information into any AI tool.



Model Safe Practices: Staff are responsible for modeling and reinforcing privacy expectations.

CJUSD is committed to protecting the privacy, safety, and security of student, staff, and family data when using Artificial Intelligence tools. The district recognizes that responsible AI use requires strong safeguards, transparency, and adherence to state and federal privacy laws.

District Safeguards

- Only district-approved AI tools may be used with students.
- All approved tools must comply with applicable student data privacy laws, including FERPA, COPPA, and relevant California education and privacy requirements.
- CJUSD reviews AI tools for data collection practices, storage, retention, and vendor compliance before approving classroom use.
- AI tools approved for instructional use include built-in safeguards designed to limit inappropriate content and protect student information.

User Responsibilities

- Students and staff must never enter personal, confidential, or sensitive information into AI tools, including but not limited to:
 - Full names, addresses, phone numbers
 - Student identification numbers
 - Health, disciplinary, or special education information.

- AI tools may not be used to store or process protected student records.
- Staff are responsible for modeling safe data practices and reinforcing privacy expectations with students.

Instructional Use and Transparency

- Teachers will clearly communicate when and how AI tools are used in the classroom.
- Families will be informed about district-approved AI tools through district communication channels.
- AI use in CJUSD prioritizes instructional value while maintaining the highest standards of data protection.

External Guidance and Best Practices

CJUSD aligns its data privacy practices with trusted guidance from organizations such as Common Sense Media, which provides research-based resources on digital privacy, AI safety, and responsible technology use for educators, students, and families. These resources support digital citizenship instruction and help families understand how to protect personal information in an AI-enabled world.

Age-Based Access and District Review

Some AI applications identify their intended audience as users ages 13 and older. CJUSD recognizes these age designations and does not grant student access automatically.

When an AI tool indicates a 13+ age recommendation, CJUSD conducts an additional review through a district AI task force to determine whether the tool may be used safely and appropriately with younger students in instructional settings. This review considers factors such as:

- Student data collection and storage practices
- Compliance with student privacy laws
- Built-in safeguards and content controls
- How the tool is used instructionally under educator supervision
- Developmental appropriateness for elementary learners

Gemini and NotebookLM are core services of CJUSD's district-managed Google educational accounts. Our students are protected by enterprise-grade privacy settings. Unlike the public versions of these tools, the student's data is never shared, never used to train the AI, and is strictly filtered to ensure an age-appropriate experience that complies with federal privacy laws like COPPA.

When approved for use with elementary students, these tools are implemented only in district-managed environments, with educator guidance and safeguards in place. Students do not create independent accounts unless permitted under district policy and applicable privacy laws.

This review process ensures that instructional use aligns with CJUSD's commitment to student safety, equity, and responsible technology integration.

By implementing strong privacy safeguards and clear expectations, CJUSD ensures AI tools are used responsibly, ethically, and in ways that protect the rights and well-being of all members of the school community.

AI in Teaching and Learning

TK-12 Curriculum Integration

The CJUSD TK-12 curriculum integration of Generative AI is structured around two core principles: enhancing learning and ensuring responsible, ethical use across all grade levels. Students are required to disclose and properly cite AI use, teachers should clearly communicate the role of AI on any given assignment, and the district will ensure AI tools meet safety and privacy standards.

AI Guidelines for Students Primary

Generative AI

AI is a tool that can give you ideas or help you learn. But it should never do your schoolwork for you! **It should not do your thinking for you.**

- **Sometimes Wrong** – AI can make mistakes or say things that aren't true.
- **Not Always Fair** - AI might show opinions or unfair ideas it learned from the internet.
- **No Copying** - Don't pretend that ideas from AI are your own. That's cheating.

Data Privacy

Keep your personal info safe.

- Don't tell AI your name, address, or anything private.
- Pretend everyone can see what you type.
- AI remembers what you say.

Responsible Use

- Did I ask my teacher before using AI?
- Did I use AI in a way that helps me learn?
- Did I tell my teacher if I used AI?
- Did I check if what it said was right?
- Did I keep my private info safe?



😊 Good Ways to Use AI:

Research Help: Use AI to find facts and information for your homework or a school project.

Creative Projects: Use AI to get fun ideas for art, music, or stories to help you start your own project.

Practice Time: Use AI to do practice problems, check your grammar, and get helpful tips to improve your work.

Learn Your Way: Use AI like a tutor that helps you understand things at your own speed and in a way that works best for you.

☹️ Inappropriate Ways to Use AI:

Turning in AI's work: Never hand in something that AI wrote all by itself and say it's yours.

Copying: Don't use AI to change someone else's work and pretend it's new. That's still cheating.

Not Asking Permission: Do not use AI unless you have asked your teacher if it is okay to use it on your assignment

Misinformation: AI might get things wrong, so always double-check with a book or your teacher.

AI Guidelines for Students Secondary

Generative AI

AI's purpose in our learning environment is to enhance your learning, not replace your effort. Its use is intended to strengthen your work, not to complete tasks on your behalf. **It should not do your thinking for you.**

- **Accuracy:** AI can sometimes provide inaccurate misleading information.
- **Bias:** AI models can reflect biases present in the data they were trained on.
- **Plagiarism:** Submitting AI-generated content or ideas as your own is plagiarism.

Data Privacy

Be careful about the personal information you share with AI tools.

- Don't enter private details.
- Assume AI responses are public, even if it says they aren't.
- Assume AI keeps a record of everything.

Responsible Use

- Have I asked my teacher if I can use AI on this work?
- Is this use of AI appropriate?
- Am I being honest about using AI?
- Have I cited my use of AI?
- Am I critically evaluating AI's output?
- Have I verified the accuracy of the information?
Am I protecting my data privacy?



✓ Examples of Appropriate Uses:

Research Assistance: Gathering knowledge and information for a topic, assignment, or assessment.

Creative Projects: Generating art, music, or creative writing ideas as a starting point for my own projects.

Practice and Revision: Utilizing AI for practice exercises, grammar checks, and feedback.

Personalized Learning: Using a tutor to help learn at your own pace and in your own way.

✗ Examples of Inappropriate Uses:

Submitting AI Generated Work: Turning in assignments entirely created by AI as your own without disclosure or modification.

Plagiarism: Using AI to rephrase existing content without proper citation to bypass plagiarism detection tools.

Misinformation: Relying on AI-generated information without verifying its accuracy.

Not Asking Permission: Submitting work without confirming that GenAI is permitted to be used.

Teaching With AI Best Practices

Generative AI

Artificial Intelligence (AI) offers powerful tools that can support both teaching and learning. According to the California Department of Education's initiative, [Learning With AI, Learning About AI](#), AI can serve not only as a technological aid but also as a thought partner for educators-helping teachers reflect on instructional strategies, generate ideas, differentiate instruction, and personalize learning experiences for students.

Responsible Use

- **Equity-Focused Design:** Use AI to address achievement gaps and provide equal opportunities for success.
- **Plagiarism and AI Detectors:** AI detectors are not considered reliable. They have been found to inaccurately flag samples and may be biased towards English Learners.

AI in Instructional Design

Enhancing Efficiency: Use AI for repetitive tasks: emails, documents, parent communications. AI can be a thought partner and idea generator that can assist in drafting, brainstorming, and organizing ideas.

Supporting Instructional Design: Lesson planning, assist with differentiating instruction, language support. Develop data analysis, summaries and plans for instruction.

Promoting Accessibility and Access: Generate materials that ensure all students, including those with disabilities, can access and engage with lessons.

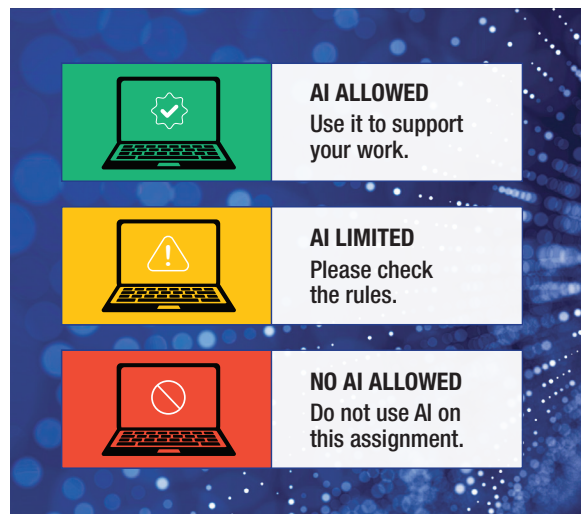
Differentiating Instruction: Tailor lessons for diverse student needs, including English learners, special education, and advanced learners by creating sentence frames, translation, lesson objectives.

Fostering AI Literacy: Help students understand how AI works, its potential, and its limitations; cultivating informed, critical thinkers.

Data Privacy

- **DO NOT** share student personally identifiable information (PII) with AI tools. PII includes Name, address, student ID number, etc.
- **Safeguard student data** in compliance with FERPA, COPPA, CIPA and other privacy regulations
- Follow the **CJUSD Ask Before You App policy (ABYA)** to obtain approval prior to using any AI programs, applications, or websites with students.

CJUSD AI Icons



bit.ly/cjusdaiicons

Please review the terms of service and age restrictions for any websites or apps to confirm they are appropriate and compliant for student use.

Guidelines

CJUSD utilizes AI guidelines to ensure responsible and ethical integration in classrooms, emphasizing that AI is a tool to enhance, not replace, student effort.

AI as a Tool for Personalized Learning and Differentiation

Generative AI is integrated into CJUSD as a powerful tool for Personalized Learning and differentiation. Teachers leverage AI to create customized materials like sentence frames, translations, and differentiated lessons to support diverse needs, including those of Multilingual English Learners and students with disabilities. The technology also directly benefits students by acting as a personalized tutor, providing feedback, and enabling them to learn at their own pace in a way that works best for them.

AI Prompting Framework

CJUSD uses the P.R.E.P. Framework to teach students how to craft effective prompts by clearly defining the Purpose, assigning a desired Role or style, outlining Essentials, and specifying the final Product format. This structured approach ensures students provide Generative AI with all necessary details to produce accurate and relevant results.

The infographic is titled "P.R.E.P. FRAMEWORK" with the subtitle "How to Craft Effective Prompts with Generative AI". It features a logo with "AI" and three stars. The framework is divided into four horizontal sections, each with a letter and a color: "P PURPOSE" (teal), "R ROLE" (green), "E ESSENTIALS" (yellow), and "P PRODUCT" (orange). Each section contains a list of bullet points. At the bottom right, there is an illustration of a robot sitting at a desk with a laptop, a document, and a lightbulb icon.

AI

P.R.E.P. FRAMEWORK

How to Craft Effective Prompts with Generative AI

P PURPOSE

- Clearly define your goal.
- What do you want to achieve?
- What question needs answering?

R ROLE

- Tone/Style (e.g., expert, friendly, conversational, formal)
- Perspective (e.g., scientist, storyteller)

E ESSENTIALS

- Provide background info & non-negotiables.
- Who is your target audience?
- What do you want to avoid?

P PRODUCT

- Explain your specific needs, format, length, structure.

Citations

CJUSD encourages both students and teachers to utilize an official style guide for properly citing the use of Generative AI. Specifically, a comprehensive guide is available detailing citation procedures for AI based on MLA 9th Edition standards.

AI Citation Guide

Generative AI tools like ChatGPT, Gemini, and Copilot can be helpful for brainstorming and research, but using them in your academic work requires transparency and proper citation. This guide provides templates and examples based on the MLA 9th Edition standards.

When to Cite

- **If you quote or paraphrase AI-generated text:** You need a full entry in your Works Cited list and an in-text citation.
- **If you use AI for functional tasks:** For uses like brainstorming ideas, checking grammar, or discovering sources, you do not need a Works Cited entry. Instead, simply acknowledge the tool in the body of your text or in a note. (**Example:** "I used Gemini to brainstorm potential counterarguments and to refine my thesis statement.")

MLA Style (9th Edition)

Works Cited

"Title of Prompt." Name of AI Tool, version, Company, Date generated, URL.

Example

"Summarize the theme of the American Dream in The Great Gatsby" prompt.
Gemini, Google, 4 Aug. 2025, gemini.google.com.

Note on URLs: If the AI tool provides a shareable, permanent link to your conversation, use that. Otherwise, use the general URL for the tool's homepage.

In-Text Citation

The in-text citation should include the "Title of Prompt" in quotation marks, shortened to the first few words if it is long.

Example: A central theme in The Great Gatsby is that wealth doesn't guarantee happiness, as the rich characters in the book often lead lonely and unfulfilled lives ("Summarize the theme").

This guide reflects citation standards from the official MLA Style Center as of August 2025. AI technology and citation practices are evolving. Always confirm requirements with your teacher or the latest official style manuals.

Vetting AI Tools For Student Use

CJUSD officially supports a limited suite of vetted tools for classroom instruction, including Gemini, NotebookLM, Canva AI, and Adobe Express. Teachers are permitted to use other AI for their personal professional work, provided they follow all privacy laws. However, any AI tool intended for use with students must first be approved using the “**Ask Before You App**” (ABYA) process.

- 1. Check the Approved EdTech Tools Database:** Visit [CJUSD’s Resource List](#) of approved educational technology tools to confirm whether the app or website is approved. This list can be found in ClassLink in the orange “IT Help” folder.
- 2. Request Approval for New Tools:** If the app or website is not listed in the database, teachers request approval by completing an IT work order.
- 3. Confirm Approval Prior to Use:** Do not use any unapproved app or website with your students until the board of education has approved a data privacy agreement. Once the agreement is signed, the database will be updated.

District AI Review and Oversight

CJUSD utilizes a district AI task force to guide the responsible adoption and use of Artificial Intelligence tools. The task force represents instructional, operational, and leadership perspectives to ensure decisions reflect classroom realities, operational needs, and student well-being.

The purpose of the task force is to:

- Review AI tools for instructional value, safety, and privacy
- Provide guidance on appropriate classroom and operational use
- Ensure alignment with district values, board policy, and equity commitments
- Monitor emerging trends and update guidance as needed

This collaborative oversight process ensures AI decisions are thoughtful, transparent, and centered on students and community trust.

AI Literacy for All

To ensure equitable AI literacy across our workforce, the district provides foundational training for employees, including certificated, classified, and administrative staff. Professional learning is offered through flexible modalities to meet diverse needs: in-person workshops, live virtual sessions, and self-paced modules via our district professional learning platform.

Role-Specific Training Focus:

Teachers: Focusing on innovative pedagogical integration, advanced prompt engineering, and the evolution of authentic assessment design.

Administrators: Strengthening strategic leadership, AI policy oversight, and data-informed decision-making.

Classified Staff : Optimizing departmental workflows, enhancing data analysis, and utilizing prompt engineering for operational efficiency.

Sustained Capacity Building

To ensure success beyond initial training, district, sites, and departments have a system of resources for ongoing supports.

- **Staff AI Intranet:** A dedicated internal hub featuring “Getting Started” guides, a curated library of effective prompts, and troubleshooting FAQs.
- **EdTech Resource Portal:** Real-time access to the district’s approved and vetted AI tools, ensuring a secure, privacy-compliant environment for all staff.
- **Peer Learning Networks:** Collaborative digital spaces where staff share “quick wins” and innovative use cases across departments and school sites.

Student Responsibilities

CJUSD views students as active participants in the responsible use of Artificial Intelligence. AI is a tool that supports learning, creativity, and problem-solving, but it does not replace student thinking, effort, or ownership of work.

Students are expected to:

- Demonstrate positive digital citizenship while using AI tools ethically and responsibly
- Follow teacher guidance regarding when and how AI may be used
- Disclose and properly cite AI use when it contributes to an assignment
- Review AI outputs for accuracy, bias, and relevance
- Demonstrate understanding and learning beyond AI-generated responses

Students are encouraged to:

- Ask questions about how AI tools generate responses
- Reflect on how AI supported their learning process
- Engage in discussions about ethical AI use, bias, and misinformation
- Share feedback with teachers about how AI tools help or hinder learning

Through responsible AI use, students develop critical thinking, digital citizenship, and integrity, skills essential for college, career, and civic life.

AI for Classified Staff and District Operations

CJUSD recognizes classified staff as essential professionals whose expertise, institutional knowledge, and daily work are critical to student success and district operations.

Artificial Intelligence is intended to support, not replace, the work of classified staff by reducing administrative burden, improving efficiency, and assisting with organization, communication, and information processing. AI is not used to evaluate employee performance, automate personnel decisions, or replace professional roles.

AI tools may assist classified staff with tasks such as drafting routine communications, summarizing information, organizing workflows, creating templates, and improving accessibility, while all final decisions, communications, and actions remain the responsibility of the employee.

CJUSD is committed to providing practical, role-relevant AI training for classified staff and ensuring AI use aligns with professional standards, job responsibilities, and data privacy requirements.

Appropriate Uses of AI for Classified Staff

When using district-approved AI tools and following data privacy guidelines, classified staff may use AI to assist with tasks such as:

- Drafting and revising routine communications (emails, notices, templates)
- Summarizing information from documents or meeting notes
- Organizing schedules, checklists, and task lists
- Creating first drafts of reports or documentation
- Translating content for accessibility or communication support
- Generating ideas for workflow improvements
- Analyzing non-sensitive data to identify patterns or trends

AI may be used to increase efficiency and clarity, while final decisions, communications, and actions remain the responsibility of the employee.

Professional Judgment and Human Oversight

AI outputs are not authoritative and may contain errors or bias. Classified staff are expected to review, verify, and apply professional judgment to all AI-generated content before use.

AI may not be used to:

- Make personnel decisions
- Generate disciplinary actions
- Process confidential student or employee records
- Replace required professional review or approval processes

Data Privacy and Safeguards

Classified staff must follow all CJUSD data privacy and security guidelines when using AI tools. Personal, confidential, or sensitive information may not be entered into AI systems.

Only district-approved AI tools may be used for work-related purposes, and AI use must align with job responsibilities and district policy.



Training and Support

CJUSD provides professional learning opportunities for classified staff focused on:

- Understanding AI capabilities and limitations
- Responsible and ethical use
- Workflow and productivity support
- Data privacy and security expectations

AI training for classified staff is designed to be practical, supportive, and role-relevant, ensuring staff feel confident using AI tools appropriately within their responsibilities.



Examples of AI Support Across Classified Roles

Office staff: drafting newsletters, organizing schedules

IT & technical staff: summarizing tickets, drafting documentation

Student services: organizing outreach materials (non-confidential)

Facilities & operations: checklists, planning templates.

AI for School and District Leaders

CJUSD leaders play a critical role in modeling responsible, ethical, and effective AI use. Administrators are supported in using AI as a leadership tool to enhance planning, communication, and decision-making while maintaining human judgment and accountability.

AI may be used by school and district leaders to:

- Support planning and organization
- Draft and revise communications
- Analyze non-confidential data to identify trends
- Prepare materials for meetings and professional learning
- Reduce administrative workload and increase focus on instructional leadership

Leaders are responsible for:

- Modeling ethical and transparent AI use
- Supporting staff understanding and implementation
- Ensuring site-level consistency with district guidance
- Reinforcing equity, privacy, and academic integrity expectations

CJUSD embeds AI learning into leadership meetings and professional development to ensure administrators build capacity alongside staff and support responsible districtwide implementation.

Parent and Community Engagement

Family Alignment & AI Integration Statement

At CJUSD, we believe meaningful AI integration begins with strong family partnership. Through our AI Ready Family Workshop Series, families engage as co-learners to build a shared understanding of what AI is, how it is used safely and ethically, and how it can support student learning, creativity, and problem-solving. Families learn district AI guidelines, practical strategies for using AI at home and school, and ways students can innovate responsibly while strengthening critical thinking. Together, schools and families align expectations, language, and practices—empowering students to use AI confidently, responsibly, and purposefully in preparation for future success.

What Families Can Expect

CJUSD recognizes families as essential partners in the responsible use of Artificial Intelligence. This handbook is intended to provide transparency and clarity about how AI tools are used to support students.

Families can expect that:

- AI will be used to support learning, accessibility, and efficiency, not to replace teachers or staff
- AI will not be used to make disciplinary decisions, grade students independently, or monitor students through surveillance-based systems
- Only district-approved AI tools will be used with students
- Student data privacy and security remain a top priority
- Expectations for student AI use will be clearly communicated by teachers.

CJUSD is committed to keeping families informed through district communications, ParentSquare, public resources, and AI family workshops. Families are encouraged to ask questions, share concerns, and engage in conversations with students about ethical AI use and academic integrity.

Guidelines for Supporting Students' AI Use at Home

Implementation Roadmap & Evaluation

Phase 1 (Year 1): Pilot programs, foundational PD, policy development.

CJUSD is becoming AI-ready to prepare students and staff with the skills needed to think critically, work ethically, and adapt in a rapidly evolving digital world. By proactively establishing clear guidelines and learning opportunities, CJUSD ensures AI is used responsibly to enhance learning, creativity, and decision-making.

Date/Timeframe	Key AI Initiative
May 2024	CJUSD AI Task Force comprised of district administration, teacher, classified staff, site administrators was created to inform AI Board Policy
August 2024	New Board AI Board Policy Approved
October 2024	AI Committee created to inform AI Guidelines
June 2024	AI Taskforce Creates Recommendations for AI Guides
July 2025	District AI Action Plan in Progress
August 2025	Made Vetted AI Applications for Students: Gemini, NotebookLM, Canva, Adobe Express available to students
Fall 2025	CJUSD AI Guidelines created for Students, Staff, & Families

Phase 2 (Year 2): Broader rollout, curriculum integration, operational pilots.

Date/Timeframe	Key AI Initiative
2025-2026	AI embedded into CJUSD monthly Principal and Administrator meetings to support leaders in using AI tools for planning, communication, data analysis, and workload reduction
2025-2026	AI integrated into CJUSD Leadership Meetings , modeling practical, responsible AI use for site and district administrators
2025-2026	AI integrated into Professional Learning with EdTech CPS (TK–12) to support instructional planning, differentiation, and classroom integration
2025-2026	AI Professional Development for Classified Staff , focusing on workflow efficiency, communication, data organization, and operational support
2025-2026	AI Family Workshops implemented (4-part series) to support parent understanding of AI, responsible student use, and digital citizenship: September 2025, December 2025, March 2026, AI All Star Event 2026
Ongoing	Continued operational AI pilots across departments to explore responsible use cases that improve efficiency while maintaining data privacy and equity safeguards

Phase 3 (Year 3+): Full integration, continuous improvement, scaling successes.

- AI Enhanced Instructional Lessons
- Walk-through Tool to Monitor Consistency & Refine Practices
- AI Design Sprints Scaled Across the District
- Continuous Professional Development

Our Roadmap: A Deliberate Three-Year Journey

2025-26

Year 1: AI Awareness & System Creation

Focus: Build awareness and create systems for safe, purposeful use.

Key Deliverable: AI Guidebook to establish shared practices.

2026-27

Year 2: Building Capacity for Teachers & Administrators

Focus: Equip educators with skills and confidence through district-wide training and support.

Key Deliverable: Comprehensive AI trainings, workshops, and EdTech support.

2027-28

Year 3: Meaningful Classroom Integration

Focus: Shift to full classroom integration where AI enhances instruction and student success.

Key Deliverable: Walk-through tool to monitor consistency and refine practice.

Contact Information

CJUSD extends its sincere appreciation to the teachers, staff, district leadership, and members of the AI Ready Task Force for their dedication, expertise, and collaborative spirit. Their thoughtful contributions, forward-thinking leadership, and commitment to responsible innovation have been instrumental in guiding the district's journey toward becoming AI Ready. This work reflects a shared commitment to empowering students and educators while upholding CJUSD's values of equity, integrity, and excellence.

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Assistant Superintendent, Educational Services, Tina Petersen, Ed.D.

Chief Technology Officer, Jamal Boyce

Educational Services Directors

Syed Hyder, Ed.D. (TK-6)

Eric Mooney, Ed.D. (7-12)

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For more information, please contact Educational Services (909) 580-5000.





Colton
JOINT UNIFIED SCHOOL DISTRICT