

CCSD Administrative Guidelines Regarding Internet Acceptable Use (Artificial Intelligence)

Pursuant to the School Board's Internet Acceptable Use Policy (IFBG) these administrative guidelines are to be utilized by CCSD staff in policy application:

Purpose and Scope

Cherokee County School District (CCSD) is dedicated to integrating Artificial Intelligence (AI) into K-12 education thoughtfully and responsibly. This guidance outlines appropriate AI usage for students, staff, and the school community, covering instructional, administrative, and operational contexts. It complements existing CCSD School Board Policies on technology use (IFBGA), data privacy (IFBG), academic integrity (IA) & (JD), and student support (IA). Students are responsible for the ethical use of AI and must ensure their work reflects personal work product, personal understanding of grade-level skills and standards, and personally developed conclusions.

These guidelines apply to students, teachers, staff, and administrators. Expectations for AI use vary by role, grade level, and instructional context. Responsibilities for ethical use, supervision, instruction, and discipline are addressed throughout this document and aligned to existing CCSD Board policies and the Student Code of Conduct.

AI Terminology Definitions

- **Artificial Intelligence (AI):** Refers to the development of computer systems that can perform tasks typically requiring human intelligence. These tasks may include understanding natural language, recognizing patterns, making decisions, and learning from experience. In education, AI can support learning, automate routine tasks, and enhance instructional planning.
- **AI Tools:** Software applications or platforms that use artificial intelligence to assist with specific tasks. In a school setting, these tools might help with content creation, language translation, student assessment, student engagement, lesson planning, tutoring, or administrative support. Examples include generative AI writing assistants, AI chatbots, and adaptive learning platforms.
- **AI Technologies:** Underlying systems and methods that power AI-driven tools and applications. These include machine learning, natural language processing, computer vision, and predictive analytics. In education, these technologies form the foundation for innovations that enhance instruction, streamline operations, and improve student outcomes.
- **AI Detection Tools:** Software solutions designed to identify whether a piece of content, such as writing or images, has been generated by AI. **Large Language Models (LLMs):** AI systems trained on large amounts of text data that generate human-like responses to prompts (e.g., chat-based AI tools).

Guiding Principles for AI Use

For these guidelines, the term "AI" or "AI tools" refers to any software application or platform that includes artificial intelligence features, regardless of developer or specific functionality.

- **Approved Tools Only:** Only district-approved AI tools may be used. All tools undergo a District Approval Process to ensure they meet safety, security, age-appropriateness, and instructional standards.
 - A regularly updated list of approved AI tools, including any usage/age restrictions, is maintained on the Instructional Resource Dashboard on the CCSD SharePoint site for staff to reference and access.
 - Students may use AI-enabled tools only in accordance with district policy, legal requirements, and based on the tool's age restrictions.
- **Human-Centered AI:** AI is intended to support, not replace, human judgment, instructional expertise, student thinking or skill development. AI must not perform skills or tasks that students are required to demonstrate independently based on grade-level standards or assessments. Critical thinking and human oversight are essential in all AI applications.
- **Skills vs. Knowledge:** AI must never replace the demonstration of required academic skills (writing, problem solving, calculation) identified in curriculum standards.
- **Ongoing Evaluation:** AI tools and practices are regularly reviewed to align with evolving technologies, best practices, and legal requirements.
- **Promoting AI Literacy:** CCSD provides resources to help students and staff understand AI functionalities, appropriate usage, and its implications in education.

Security, Privacy, and Safety

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CCSD will implement safeguards to ensure the integrity, safety, and ethical operation of all AI systems used across the district. Protecting personal and confidential information remains a top priority. CCSD safeguards include district review and approval of AI tools, configuration of platform features when possible, alignment to Board policy, and ongoing review as technologies evolve. Staff are expected to use only district-approved tools and features enabled by CCSD.

- **Prohibited Data Entry:** Staff and students must not input personally identifiable information (PII) or confidential data into AI platforms (CCSD School Board Policy IFBG). Prohibited Data includes Any combination of data that could reasonably identify an individual, such as):
 - Student and/or staff names and initials
 - Student and/or staff ID numbers
 - Dates of Birth
 - Assessment scores or performance data
 - Medical, IEP or ESOL information
 - Images, videos or audio recordings of students
- **Compliance:** All AI usage must comply with data protection laws such as FERPA and COPPA, as well as district privacy policies. (CCSD School Board Policy IFBG).
- **CCSD Safeguards:** CCSD will implement safeguards to protect the integrity, safety, and ethical operation of all AI tools used across the district.

If uncertain, do not input the information into AI tools.

AI Usage for Staff and Educators

AI tools offer practical support for staff and educators by streamlining day-to-day operations, improving communication, and enhancing instruction. When used responsibly and within district-approved guidelines, AI can save time, improve accuracy, and support better decision-making.

- **Instructional and Professional Guardrails:**
 - AI may support lesson planning, differentiation, productivity, and communication.
 - AI must not replace professional judgment or independently evaluate student mastery.
 - AI use does not override district curriculum expectations or grading practices.
- **AI usage for staff may include:**
 - Instructional Planning
 - Communication Support
 - Operational Efficiency

Prohibited Uses of AI

- **Bullying or Harassment:** AI must not be used to impersonate, harass, or intimidate others. See CCSD Student Code of Conduct. All users are expected to uphold respect and academic integrity.
- **Overreliance on AI:** Users must review AI outputs for accuracy and appropriateness.
- **Plagiarism and Cheating:** Staff and students must not present AI-generated work as their own. Proper citation is required when using AI tools. Educators will define appropriate AI usage for assignments to promote original thinking, academic honor, and responsibility.

Misuse of AI is addressed through the existing CCSD Code of Conduct. This document does not create separate disciplinary pathways but clarifies expectations for responsible use.

Responsible Academic Use of AI

- **Approved Tools Only:** Utilize software tools that leverage AI only if vetted and approved through the CCSD Instructional Resource Approval Process.
- **Human Oversight:** AI supports learning but does not replace teacher or student thinking or final work products.
- **Data Privacy:** Never input confidential or personally identifiable information into AI platforms.
- **Self-Assessment Questions:** These are questions that you should ask each time you generate a prompt or

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use an AI tool.

- Could this prompt reveal the identity of a student or staff member?
- Am I entering information considered confidential in other contexts?
- Would I be comfortable sharing this information publicly?
- Would this use of AI replace a skill the student is required to demonstrate independently?
- **AI Literacy:** Educators and students should learn how AI tools work, understand their limitations, follow guidelines, use responsibly, and develop the skill of writing clear and effective prompts to get meaningful and appropriate responses from AI tools.
- **Citations and Transparency:** Students must disclose the AI tool used, include the prompts, and describe how AI assisted in their work, based on the guidance provided by teachers. Examples of proper citation formats are provided by [APA and MLA standards](#).
- Students are responsible for the ethical use of AI and must ensure their work reflects personal work product, personal understanding of grade-level skills and standards, and personally developed conclusions.
- Students and staff should understand:
 - AI is a tool, not a source of confirmed facts or accuracy.

Writing clear and concise prompts yields better AI responses.

AI Stoplight System

- The AI Stoplight System is a communication tool that may be used by teachers to define AI expectations per assignment. For clarity, AI use expectations should be shared within the assignment information shared with the student. Expectations may vary by grade level, subject area, and task.
- **Green Light – Use Encouraged:** When assignment is set to Green Light usage, teacher will provide explicit guidance as to their expectations for AI use and disclosure for the assignment. AI tools are encouraged for specific assignment tasks. Students must still engage in their own thinking and contribute their unique voice.
- **Yellow Light – Use with Permission:** When assignment is set to Yellow Light usage, teacher will provide explicit guidance as to their expectations for AI use and disclosure for the assignment. AI tools may be allowed in a limited capacity for activities with clear guidance and expectations within the assignment. Students must disclose how AI was used.
- **Red Light – AI Not Permitted:** When assignment is set to Red Light usage, there should be no use of AI for the assignment. This ensures fairness, integrity, and a true reflection of student learning.

AI Detection Tools

Due to documented limitations and false positives, AI detection tools must not be the sole basis for evaluating the authenticity of student work.

Emphasis should be placed on AI resistant assignment design, long term assignment monitoring and progress check points, clear AI expectations, student education, and professional judgment.

Recommendations

To promote responsible and consistent AI use in alignment with CCSD's AI Stoplight System and broader guidelines, teachers are encouraged to:

- Follow the Stoplight guidelines to clearly communicate when AI use is encouraged (●), allowed with permission (●), or prohibited (●) for each assignment.
- Reinforce the role of AI as a support tool—not a replacement for student thinking and effort.
- Require students to disclose AI tool use, including the tool used, the purpose of use, and how AI supported (but did not replace) their work.
- Support students in citing AI contributions following accepted citation styles such as [MLA, APA, or Chicago](#).
- Avoid using AI detection tools as the sole source grading or evaluative purposes due to their current unreliability and risk of false positives.
- Focus on educating students about ethical AI use, emphasizing personal responsibility for producing original work that reflects their understanding of grade-level skills and standards.

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- Design assignments and classroom practices that promote transparency, fairness, and academic integrity.

Summary

Cherokee County School District embraces the potential of AI to enhance education while maintaining a strong commitment to safety and thoughtful, responsible use. These guidelines promote clear expectations and grade-appropriate, standards-aligned guidance to ensure AI strengthens—not compromises—student learning and academic integrity. As AI technologies and educational practices evolve, CCSD will continue to review, refine, and support implementation of these guidelines through training, communication, and collaboration.