Rhodes Elementary School District 84.5 Artificial Intelligence Framework:

Guidance for Human-Centered AI Use

Developed Spring, 2026

Rhodes Elementary School District 84.5 Artificial Intelligence Framework: Guidance for Human-Centered AI Use

This framework has been designed to include the principles of Rhodes Elementary School District 84.5 values when making decisions about Artificial Intelligence (herein AI) use and provide practical, tangible guidance and expectations for students, staff, and parents. The framework is designed with two central goals:

1) ***Set and communicate clear expectations for AI use at Rhodes.***
2) ***Provide guidance on how to engage with AI effectively at Rhodes, ensuring responsible use, academic integrity and preparation for opportunities and workforce demands.***

Ultimately, we aim for AI literacy at Rhodes. It is this approach that is an essential skill set for everyone to safely, responsibly, and ethically participate in an increasingly digital world.

Rhodes Position on AI: A Human-Centered Approach

Rhodes advocates that AI use should *always* include human oversight and should be viewed through a lens of responsible use, honest inquiry, reflection, insight, and empowerment. AI is viewed as a tool that could support and enhance learning and workplace readiness. Humans must remain fully involved in its oversight, use, and decision-making, exhibiting responsible and ethical use of AI tools.

Like any new technology that emerges, however quickly, the main challenge facing Rhodes is balancing the benefits of AI for learning support against the risk of AI fully replacing the cognitive load for students (such as critical thinking and original thought) that constitutes genuine skill development. AI is not a replacement for humans or a source of unquestionable, factual information.

Understanding AI

Artificial Intelligence (AI) refers to computer systems trained on data to automate tasks that typically require human involvement. AI uses data and algorithms to generate decisions, predictions, or content.

AI is defined as:

- A tool to **augment** learning and operations.
- An algorithm that can make decisions, provide predictions, or generate new content based on data used to train it.
- A product of other people or organizations with their own values, agendas, limitations, and biases.
- Including flaws, such as *algorithmic bias*, that must be considered.

AI is explicitly defined as NOT being:

- A replacement for humans who bring expertise and value, like highly qualified educators.
- A source of *unquestionable, factual information.*
- A program that is able to perceive or feel things.

Guiding Principles
Rhodes believes in the following principles regarding AI use:

- **Advancing Academic Integrity:** Honesty and trust are core expectations. **AI use must be disclosed** in a standard format (tool, prompt, extent of use), and misuse will be treated as a violation of Rhodes's academic integrity policy. Should a student wish to appeal a violation, it is their responsibility to initiate that process with an adult in the building.
- **Safe and Secure:** Students and staff should not be put at risk, nor should any personally identifiable information (PII) be shared. Only approved, vetted AI tools compliant with data privacy standards may be used. See approved tools below.
- **AI Literacy:** Students and staff must be *AI-literate, which involves transparency and understanding of* how AI works and why it produces specific results.
- **Equitable and Inclusive:** All students should have equal access to vetted AI tools. The use of AI must be critically evaluated in terms of the benefits and costs to individuals, the school, society, and the environment.
- **Humans Enhanced by Machines:** AI should aid in or *enhance* (not replace) decision-making, creativity, learning, and productivity. Humans should be fully involved in all uses of AI.
- **Continuous Evaluation:** Rhodes commits to frequent and regular reviews and annual updates of this framework, policies, and practices as AI technology evolves rapidly.

Approved AI Tools at Rhodes

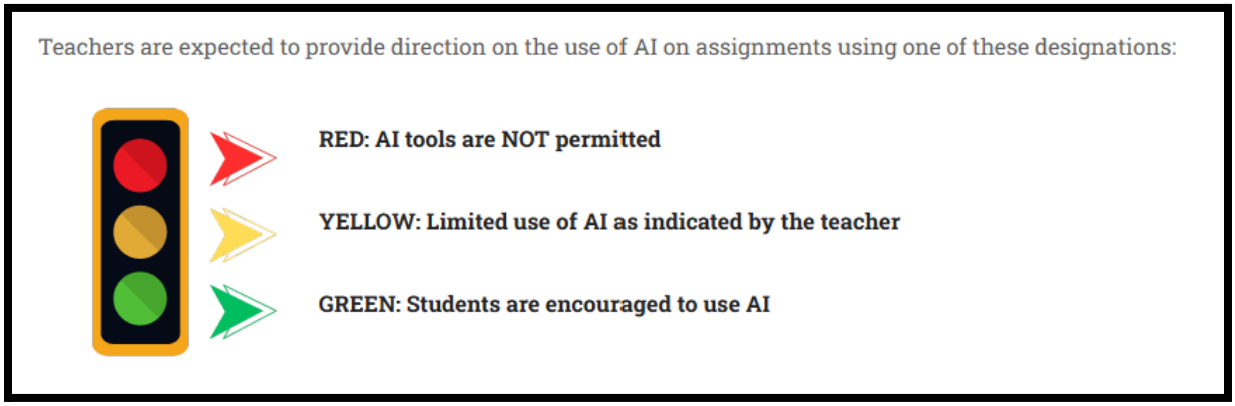
The following is a current list of approved and vetted AI tools available for use at Rhodes. If a tool is not listed below, it has not been approved for use:

- Google Gemini
- NotebookLM
- Canva
- Speechify

Requests for the use of a new AI tool should be directed first to the AI Committee, who will work with building and district administration to properly vet and approve these requests.

Rhodes AI Guidance Levels

When incorporating the use of AI, the following levels of use should be considered:



Guidance for Students

Students must act as *critical users* of AI, understanding if and how it should be used in different settings as it is appropriate for their grade level.

- **AI Output Review (Evaluate Mode):** Students must continually review and critically assess AI tool outputs before use and submission. Students should never rely solely on AI-generated content.
- **Bias and Misinformation:** Students must examine AI-produced results alongside trusted sources, as the content may contain biases, inaccuracies, or false information.
- **Societal Evaluation:** Students must critically consider the costs and benefits of AI outputs to society and the environment.
- **Disclosure:** Students must always adhere to specific assignment expectations from their teacher and cite their use of AI when allowed.
- **Security:** Students must never enter sensitive or confidential information, including Personally Identifiable Information (PII), into AI tools.

Encouraged AI Use for Students:

AI is a powerful tool to assist with, but not replace, comprehension, creativity, and support, IF allowable by the teacher:



- **Scaffolding and Tutoring:** Using AI for quick 'tutoring' and concept scaffolding, or to create personalized practice materials, summaries, study guides, and quizzes.
- **Process Support:** Helping in brainstorming, overcoming writer's block, and receiving revision, editing, and feedback support before final submission.
- **Research:** Supporting research by constructing research questions, finding sources, or aiding in data analysis and simulations.
- **Communication:** Utilizing AI for real-time translation and e-mail communication, when allowed by a teacher.
- **Organizational Support**: Time-management, scheduling, goal setting, calendars, etc.

Limited AI Use for Students:

AI allowed for use according to the specific teacher guidelines outlined at the beginning of the assignment.



- **Scaffolding and Tutoring:** Using AI for quick 'tutoring' and concept scaffolding, or to create personalized practice materials, summaries, study guides, and quizzes.
- **Process Support:** Helping in brainstorming, overcoming writer's block, and receiving revision, editing, and feedback support before final submission.
- **Research:** Supporting research by constructing research questions, finding sources, or aiding in data analysis and simulations.
- **Citation:** The AI Citation Form is required with final submission.

Prohibited AI Use for Students:



- **Plagiarism, Cheating, and Misrepresentation:** Presenting work that has portions created or sourced from AI as a student's original work without citation and/or teacher-approved use is considered plagiarism and violates the Rhodes academic dishonesty policy, which could result in discipline for the student. Should a student wish to appeal a violation, it is their

responsibility to initiate that process with Administration through this form.

- **Overreliance:** Students must not become overly dependent on AI tools, as this can undermine essential skills such as critical thinking, problem-solving, and thinking voice.
- **Harmful Content:** Using AI tools to create or disseminate harmful, misleading, unapproved, nonconsensual, or inappropriate content, including impersonation for bullying or harassment, is strictly prohibited.

If you are using a Rhodes account/device, whether at home or at school, to create harmful content, you are subject to Rhodes disciplinary procedures. Any violation of these terms can result in disciplinary action.

Guidance for Staff

Ultimately, faculty and staff have the final say on whether students can use AI in their classrooms. Staff are responsible for modeling responsible and ethical use of AI, following all relevant practices and policies, and incorporating AI literacy instruction into their practice.

Need to Know:

AI for Academic Purposes: Teachers must have the agency to clarify appropriate or prohibited uses of AI tools by designating assignments according to the **AI-Stop Light**. This guidance must be clearly communicated at the beginning of the assignment.

Vetting Tools: Staff must evaluate the purpose, safety, and trustworthiness of tools and ensure they use only approved, vetted AI tools. See 'Approved AI Tools at Rhodes' for more information.

AI Output Review: Staff must continually review and critically assess AI tool outputs before sharing information, ensuring pedagogical uses align with research-based practices and keeping humans at the center of the work.

Professional Development: Rhodes will facilitate and offer professional learning opportunities for staff to address rapidly evolving technology and ensure consistent enforcement.

Appropriate Citations: When using AI to aid or support their workflow, Rhodes staff must properly cite and acknowledge its use when sharing this work.

Encouraged AI Use for Staff:

Staff may use AI to enhance capabilities and reduce workload, and must always disclose/cite AI usage when necessary:



- **Aid Productivity:** Harnessing AI to generate ideas for lesson planning, creating rubrics, drafting student worksheets, or generating examples of content.
- **Operational Efficiency:** Using AI tools to support school operations and streamline processes.
- **Communication:** Offering real-time translation or drafting and refining communications.

Prohibited AI Use for Staff:



- **Compromising Ethics and Privacy:** Staff should never enter personal identifiable information (PII) into AI tools, as this violates privacy laws and ethical principles.
- **Diminishing Agency and Accountability:** AI should not be used to supplant educators' roles in instructing, supporting, and assessing/grading students. AI is a tool to augment human judgment, not replace it.
- **Societal Bias:** Staff must review and evaluate all AI-generated outputs before use, as AI tools trained on human data may reflect societal biases, raising concerns.

Guidance for Guardians

Guardians play a crucial role in guiding and monitoring student use of technology, including AI.

Guardians are advised to:

- **Research & Explore Generative AI Tools:** Try using tools such as Google Gemini to better understand the opportunities and risks they present, and discuss your experiences with your child.
- **Monitor and Model:** Supervise your child' s use of AI tools and model safe and responsible use.
- **Clarify Expectations:** Work with your children to understand how they are using AI and the expectations set by teachers.
- **Respect Copyright and Plagiarism Rules:** Remind children to follow the teacher's guidance and discourage any use of AI that could lead to plagiarism.
- **Model Adaptability:** Be prepared to adapt as AI continues to evolve and as they gain experience learning with your child.

Rhodes School is committed to providing support, tutorials, and specific ways in which families can model responsible use of AI.

For additional information on responsible use of AI, families can click on the following resources:

- Digital Promise: AI Literacy
- TeachAI.org

Resources:

I. Area School Districts & AI Frameworks

- Chicago Public Schools AI Guidance
- Elgin U46 AI Guidance
- Glenbard District 87 AI Guidance
- Glenview District 34 AI Guidance
- Maine Township 207 AI Guidance
- Niles District 219 AI Guidance
- Oak Grove District 68 AI Guidance
- Palatine CCSD 15 AI Guidance
- Leyden High School SD 212 Guidance

II. Higher Education Resources

- Triton College AI Guidelines
- Columbia University AI Guidelines
- Cornell University AI Guidelines
- Harvard University AI Guidelines
- Northeastern University AI Guidelines
- Stanford University AI Guidelines
- University of Texas at Austin AI Guidelines

III. Additional Resources

- Illinois Administrative Guidelines - AI Use
- Gwinnett County Public Schools Guidance for Human Center AI Use (Georgia)
- Digital Promise: AI Literacy (accessed November 2025)
- TeachAI.org (accessed November 2025)

Rhodes AI Committee:

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