



# SJSD Artificial Intelligence (AI) Plan

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# Overview

The SJSD AI plan focuses on three priorities: **improving teaching and learning, increasing staff efficiency, and maintaining student safety and data privacy**. Below is a framework that can be adapted for certified and classified staff.

At this time SJSD does not allow the use of Artificial Intelligence by students on district owned technology. However, to prepare students to be successful in life outside of the classroom, and after graduation, it is important to demonstrate the effective use of AI in their role as a 21<sup>st</sup> century learner.

The district will leverage Artificial Intelligence to:

- Improve instructional planning and differentiation
- Reduce administrative workload
- Enhance communication with families
- Support student learning and accessibility
- Build future-ready workforce skills
- Ensure responsible and ethical technology use

The district recognizes that AI is a tool to support, not replace, professional judgment, educator expertise, or human relationships.

## District Focus Areas

- CSIP Priorities for 2025-2030
  - Priority 1: Effective Teaching and Learning
  - Priority 2: School Finances
  - Priority 3: Recruiting and Retaining High-Quality Staff
  - Priority 4: Facilities
  - Priority 5: Communication, Climate, and Culture
- Portrait of a Graduate: Building Future-Ready Graduates

# SJSD Artificial Intelligence (AI) Plan

## Overview

SJSD employees will responsibly leverage artificial intelligence to enhance learning, empower educators, increase operational efficiency, and prepare students for a future in which AI is an essential part of college, career, and life, while maintaining the highest standards of safety, ethics, and student privacy.

## Artificial Intelligence Goals and Evaluation

### Goal 1: Increase Staff Productivity

Use AI tools to reduce time spent on: Email drafting, Meeting summaries, lesson planning, data analysis, Report writing, parent communication, professional development planning.

Success Measure:

Staff report a reduction in routine administrative tasks.

### Goal 2: Improve Student Learning

Use AI to help teachers: Differentiate instruction, create personalized learning materials, generate formative assessments, support multilingual learners, improve accessibility accommodations.

Success Measure:

Increased teacher use of personalized instructional resources.

### Goal 3: Build AI Literacy

Ensure all employees understand: What AI is, appropriate use cases, risks and limitations, ethical considerations, data privacy requirements.

Success Measure:

Staff completion of AI training.

### Goal 4: Maintain Safety and Compliance

Protect: Student data, employee information, intellectual property, district systems.

Success Measure:

Zero unauthorized sharing of protected information with AI tools.

## Staff Artificial Intelligence Expectations

All SJSD staff members may use approved AI tools for assistance in the following: Drafting communications, brainstorming ideas, summarizing information, creating presentations, professional learning, data organization, strategic planning, school improvement initiatives, staff communications, data summaries, operational analysis, create lesson plans, develop assessments, generate rubrics, differentiate content, create intervention resources, support multilingual learners, scheduling assistance, documentation support, process improvement.

All SJSD staff members must follow these rules before sharing information created with AI tools: Review all AI-generated content, verify accuracy before sharing, follow district privacy policies, use approved platforms only.

## Data Privacy Guidelines

SJSD Staff members are never allowed to enter the following information into AI tools unless using district-approved tools operating under approved data agreements:

- Student names
- Student ID numbers
- Grades
- IEP information
- Medical records
- Personnel records
- Confidential investigations
- Protected district information

## Artificial Intelligence Plan Summary

The SJSD AI Plan is designed to help staff use artificial intelligence responsibly to improve teaching, learning, communication, and operational efficiency while protecting student privacy and maintaining ethical standards. AI will serve as a support tool that enhances professional practice, not replaces educator expertise or decision-making.

The plan focuses on four key goals: increasing staff productivity, improving student learning, building AI literacy among all employees, and ensuring data privacy and security. Staff may use approved AI tools to assist with tasks such as lesson planning, assessment creation, communication, data analysis, and administrative work. All AI-generated content must be reviewed by a staff member for accuracy and appropriateness before use.