

EMPOWERING LEARNING | ENSURING RESPONSIBILITY | PROTECTING PRIVACY IN HSD

GENERATIVE AI GUIDANCE

POSSIBILITIES & RESPONSIBILITIES

The Hillsboro School District recognizes the potential of Artificial Intelligence (AI) to enhance learning for students and increase efficiency for educators. AI can empower students by aiding research, fostering idea development, and promoting engagement with schoolwork. For educators, AI's automation of time-consuming tasks enables a greater focus on instruction, mentorship, and building strong relationships with students. This rapidly evolving technology is already integrated into our daily lives, powering voice assistants, tailoring streaming recommendations, and curating social media feeds. AI's transformative power extends across diverse professional fields, from healthcare and finance to manufacturing and the creative arts, reshaping how we work and live. Understanding AI's capabilities and ensuring its responsible use is crucial to unlocking its full potential in education and preparing students for the future.



A BASIC UNDERSTANDING



What is Generative AI?

Generative AI (GenAI) is powered by complex computer algorithms that can create new content, like text, pictures, or music, based on your prompts. It's like a super efficient assistant for creative tasks.

How Does It Work?

GenAI utilizes [large language models](#) (LLMs), powered by [neural networks](#) and [machine learning](#) (ML) algorithms to learn from massive datasets. By identifying patterns within this data, much like a person researching and synthesizing info into a unique narrative, LLMs can generate creative content at unprecedented speed, due to their ability for lightning-fast calculations and predictions.

EMPOWERING LEARNING

GenAI tools have the potential to:

- **Personalize Learning:** AI tools can tailor lessons to individual student needs, scaffold learning, and help them learn at their own pace.
- **Automate Tasks:** Teachers can use AI to streamline feedback, grading, and the creation of engaging materials, freeing up more time for direct student interaction.
- **Prepare for the Future:** Students develop essential 21st-century skills, including critical thinking, problem-solving, and digital literacy, empowering them to thrive in an ever-changing world. Understanding and utilizing AI prepares students for the AI-driven careers of tomorrow.



ENSURING RESPONSIBLE USE

HSD supports the human-centered and ethical use of AI. With teacher permission, students may utilize AI tools, provided they credit AI-generated content and adhere to school guidelines. To promote academic integrity, educators should design assignments that foster critical thinking and original work, recognizing that no AI detection software is foolproof and should not be the sole basis for determining potential violations of HSD's academic integrity policy.

Educators:

- **Model Ethical AI Use:** Demonstrate how you use AI responsibly in your own work.
- **Guide and Support:** Help students understand how to leverage AI ethically and effectively, promoting academic integrity and digital citizenship.
- **Foster Critical Thinking:** Encourage students to question AI-generated information and evaluate its accuracy and potential biases.

Students:

- **Think for Yourself:** Use AI to enhance, not replace, your learning. Think critically about AI-generated information.
- **Be Creative:** Use AI to spark creativity, but don't let it do all the work. Your own ideas and perspectives are valuable!
- **Give Credit:** If you use AI to generate content, acknowledge it. Clearly state how you used AI tools and why. This is essential for maintaining academic integrity.

Considerations

It's important to remember that AI, while powerful, has aspects that require our attention: it's not always accurate or unbiased, necessitating ethical considerations and human oversight (human in the loop) when evaluating AI-generated content. Understanding its potential and limitations allows for responsible use that can enhance learning and productivity.

PROTECTING PRIVACY



While AI offers exciting possibilities for enhancing education, it's crucial to prioritize the privacy and data security of staff and students. To safeguard confidential information, avoid inputting any personally identifiable information into AI systems.

Remember:

Federal student data privacy laws, like FERPA and COPPA, must be followed when using AI tools with student information. Think carefully about what information you choose to share with AI tools. Once data is entered, you lose control over how it might be used or shared. Remember to prioritize student privacy – when in doubt, leave it out.

Protected Info:

- Student Grades
- Health Records
- Student IDs
- Birthdates
- Social Security #

RESOURCES

- [Oregon Department of Education: Generative Artificial Intelligence \(AI\) in K-12 Classrooms](#)
- [Office of Educational Technology: Artificial Intelligence and the Future of teaching and Learning](#)
- [AI 101 for Teachers](#) | Playlist: [How AI Works](#)
- [Generative AI for Educators](#)



AI TOOLS FOR STAFF & STUDENTS

HSD staff can leverage AI tools to enrich learning experiences and streamline their tasks. This document details the tools for which HSD has data privacy agreements, ensuring they are reliable platforms for staff to elevate their work.

MAGICSCHOOL AI (TEACHER-CONTROLLED STUDENT ACCESS)

MagicSchool AI is a website featuring over 130 tools that utilize Generative AI to simplify educators' workloads and enhance student learning. MagicSchool tools and rooms are only accessible to students during active teacher-led sessions.



How to Access:

Login with your HSD Microsoft account via MyApps or go to MagicSchool.AI.

Recommended Uses

MagicSchool is a great tool for Educators to create lesson plans, generate content, scaffold assignments, craft emails and newsletters, generate student goals, create social stories, create surveys or multiple choice assessments. It is very user friendly and does not require much skill in prompt engineering. This is also the best tool to use when looking at using AI with students as it allows teachers to create AI spaces and share them with students. MagicSchool also allows users to export generated content directly to Google apps.

Limitations to Use

Many of the tools are educator specific and may not meet the needs of different staff members. Does not currently generate images except using Adobe Express.

GEMINI (STAFF & HS STUDENT LIMITED ACCESS)

Gemini is Google's Large Language Model, designed as a Generative AI chat platform accessible to all HSD staff. It utilizes traditional prompt generation techniques to achieve the desired outcomes.



How to Access:

Go to <https://gemini.google.com/app> and login with HSD Google account

Recommended Uses

Gemini app empowers school staff by facilitating creative brainstorming, efficient content generation, and streamlined communication. Teachers can leverage it for lesson planning, creating differentiated materials, and finding resources. Administrators can utilize it for summarizing reports, drafting policies, and generating presentations. Support staff can benefit from its assistance in composing emails, creating training materials, and translating documents.

Limitations of Use

Although Gemini in Google Workspace is a robust tool with extensive applications throughout the Workspace ecosystem, it does come with certain limitations. The free version has limited integration options, its focused research capabilities are restricted due to a lack of customizable data sources, and it lacks tools specifically tailored for educational purposes.

COPILOT (STAFF & HS STUDENT LIMITED ACCESS)

Copilot is an AI assistant integrated into Microsoft 365, designed to enhance productivity. It assists with content creation, data analysis, personalized support, language translation, administrative tasks, collaboration, quick research, and chatbot functions. Copilot offers tailored support to streamline tasks and improve efficiency across various settings.



How to Access:

Log into the Outlook web app, click the app launcher at the top left, select "More Apps," and search for "Copilot."

Recommended Uses

Microsoft Copilot can greatly assist school staff by streamlining lesson planning, feedback and rubrics, and administrative tasks. It helps analyze student performance data, manage resources, and support IEPs. Additionally, Copilot enhances communication within the school community and suggests professional development opportunities for teachers. Overall, it saves time and improves efficiency in various educational and administrative processes.

Limitations on Usage

While a powerful tool, Copilot may struggle with the nuances of educational contexts, especially in areas like curriculum alignment, where education-specific AI tools often excel. However, with careful prompt engineering, educators can guide Copilot to provide more relevant responses. Additionally, it exists outside the Google Workspace ecosystem, lacking direct integration with tools like Google Drive, which can limit functionality and create workflow challenges.

GEMINI NOTEBOOK (STAFF & HS STUDENT LIMITED ACCESS)

Gemini Notebook is a Google AI tool powered by Gemini, designed to function as a personalized research assistant. Unlike traditional AI chatbots, it enables users to upload documents, ask questions, and generate summaries tailored to their content in a digital sandbox.

How to Access:

Go to <https://notebooklm.google.com/> and login with HSD Google account



Recommended Uses

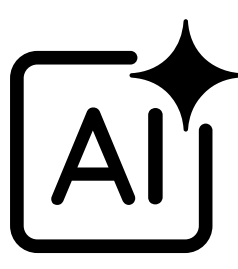
NotebookLM is a versatile AI tool for summarizing, analyzing, and generating ideas from uploaded documents. It's suitable for researchers, students, and content creators, offering features like "podcast-like generations" to convert text into audio for better accessibility. Utilize it to summarize research papers, develop study guides, or brainstorm creative content, all while offering a targeted and personalized approach to information.

Limitations of Use

While helpful for summarizing and questioning source documents, NotebookLM has a narrower functionality than some other AI tools. It lacks features like image generation and real-time information access and requires documents to be uploaded.

GENERATIVE AI STUDENT USE SCALE

The Hillsboro School District Student Generative AI Scale establishes a clear framework for responsible, safe, and ethical technology use in the classroom. Prioritizing student data privacy and safety, the guidance strictly prohibits sharing personally identifiable information (PII) while building essential digital citizenship skills like assessing bias, checking for accuracy, and evaluating environmental impacts. Teachers will explicitly communicate which level of AI use is permitted for any given assignment. Across all allowed levels, the Student Use Scale emphasizes that AI serves as an aid rather than a substitute for learning, requiring students to maintain critical thinking, verify all generated content, and take full academic ownership of their final work.



Generative AI Student Use Scale



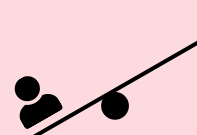
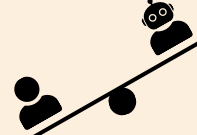
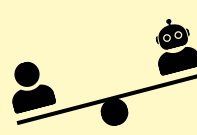
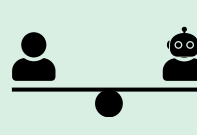
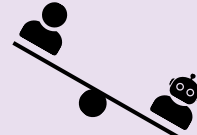
The Hillsboro School District prioritizes a human-centered and educator-led approach to AI integration that centers equity and inclusion; ensures rigorous student safety and data privacy; and fosters innovative, authentic learning experiences while maintaining academic integrity and prioritizing environmental stewardship and institutional sustainability.

- 

ALWAYS critically assess & verify generative AI content; **ALWAYS** check for bias and accuracy; **ALWAYS** consider environmental impact of AI use.
- 

AVOID sharing your voice and pictures of you. These can be used to create deep fake content that may harm your reputation and/or self image.
- 

NEVER share personally identifiable information (PII) **NEVER** give AI information like your birthday, grades, Social Security Number (SSN), student ID number, etc.

	0 	1 	2 	3 	4 
	NO AI	AI TOOLS	AI SUPPORT	AI PARTNER	AI CREATION
Student Role in Ethical AI Use	AI use is not allowed. Student must complete the entire assignment without AI assistance.	Assignment must reflect student's own thoughts and words. AI can be used to brainstorm ideas or for minor editing like spelling and grammar checks.	AI can support student with limited, specific tasks. Student is responsible for all ideas, but AI can be used to make improvements to the clarity or quality of student work.	AI can collaboratively support student with specific tasks. Student is responsible for evaluating the output and ensuring accuracy of AI outputs.	AI can do the majority of the work on this assignment, such as generating an image or code. Student is responsible for prompt engineering and refining outputs.
COGNITIVE LOAD					

Citations Required

*** Students may ONLY use age-appropriate, Hillsboro School District approved AI tools, on assignments and activities with explicit teacher permission as described by the usage levels on this chart above.