

AI Use Guidelines for All Stakeholders



Keep Data Private

Limit the use of personal data within AI tools to minimize the amount of data collected by the tool. If personal data is to be collected by an AI tool, clearly communicate with parents/guardians the purpose and methods of data collection as well as the security measures in place to protect the information. Staff should use enterprise-level generative AI tools when possible (Microsoft CoPilot). If staff elect to use consumer-based AI tools (e.g., ChatGPT, MagicSchoolAI), they should take all precautions to limit the input of personal, sensitive or confidential information of students or the school into the tool.

Ensure Parental Consent

Maintain awareness of age restrictions on AI tools; most restrict usage to 18+. Ensure parental consent has been obtained before using any AI tool with students in the classroom, even if the student interacts with the tool using an anonymous user identification. Many tools now have AI embedded within the tool. Make sure to check and understand how AI is being utilized within non-dedicated AI tools (e.g., Khan Academy, IXL, etc.). Staff may choose to use AI tools as models for students and are encouraged to do so. This does not require students to personally interact with the AI tool but still requires that parents are informed of the AI use in the classroom.

Use Vetted AI Tools

Staff and students should use approved AI tools for educational purposes in the classroom. If staff elects to use a non-vetted tool personally, make sure to follow QSI's practice for data privacy.

Fact Check Content

Staff and students need to critically evaluate the information provided by AI tools to ensure they are not providing false or factually incorrect information. AI tools can “hallucinate,” which means to provide false information that seems to be accurate.

Be Transparent

AI tools can and should be used to support our work in and out of the classroom. AI tool use should be disclosed to parents if used by students in the classroom and should be disclosed by students if used for assignments outside of school. We must attribute AI tool use and support so that we do not pass off AI-generated content as our own. Content created by an AI tool is to be used in the same manner as copyrighted material. If it is not your work, make sure to give credit where credit is due.

Adhere to Laws, Regulations, and Company Policies

Staff and students should stay informed about relevant laws and regulations pertaining to the use of AI with education. Additionally, it is important to follow a company's terms of service and privacy policy.