AI Guidebook

Putting People, Learning, and Integrity at the Center of AI in Our Schools

DEERFIELD PUBLIC SCHOOLS
DISTRICT 109

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Purpose



Executive Summary

AI Philosophy

In District 109, we recognize that Artificial Intelligence (AI) will profoundly shape our students' futures; therefore, we are committed to thoughtfully introducing AI not as a replacement for human intellect, but as a critical extension of it. Our approach will center on fostering foundational AI knowledge—understanding what it is, how it works, and how to use it ethically. We will integrate AI education into our curriculum in an age-appropriate manner, ranging from simple interactions for younger learners to more complex use in the middle grades. While we will empower students to use these tools for innovation and personalized learning, we will also emphasize that human agency and ethical judgment remain paramount to the learning process.

Shared AI Framework

The following AI guidance will serve as a shared framework for exploring, adopting, and using artificial intelligence in ways that are safe, ethical, and human-centered. It is rooted in District 109's Stronger Together approach and our commitment to creating challenging experiences to foster confidence, collaborative relationships to build community, and creative environments to ignite curiosity.

This guidance is designed to:

- **Provide a common foundation** of understanding regarding the role of AI and how we will use it responsibly, transparently, and in partnership with our community.
- **Support staff, students and families** with practical guidance, responsible use guidelines, and clear principles for decision-making.
- **Set practical guardrails** for safety, ethics, and academic integrity.
- **Keep people at the center** by reaffirming that AI is a tool in service of teaching, learning and the whole child.



Alignment with District Identity

Our approach to AI is rooted in District 109's mission, vision, and core values.

Mission

In District 109, we believe challenging experiences foster confidence, collaborative relationships build community, and creative environments ignite curiosity.

Vision

We will develop each student to be emotionally resilient, socially skilled, and academically prepared by forging connections within, across, and beyond our classrooms, and by embracing each student's uniqueness.

Core Values

In District 109, we:

Believe that students construct meaning through authentic experiences imaginative play and intellectial challenge

Prioritize social-emotional skills as the foundational building block to academic skills.

Commit to inclusive practices that ensure equitable outcomes across educational environments for all students.

Embrace people of all identities, races, ethnicities, genders, ages, religions, abilities, orientations, education levels, national origins, or any other distinguishing characteristics or trait.

Engage our educators and all other stakeholders in respectful and professional dialogue to make decisions that are best for our students.



How This Guidance Was Developed



Our Process

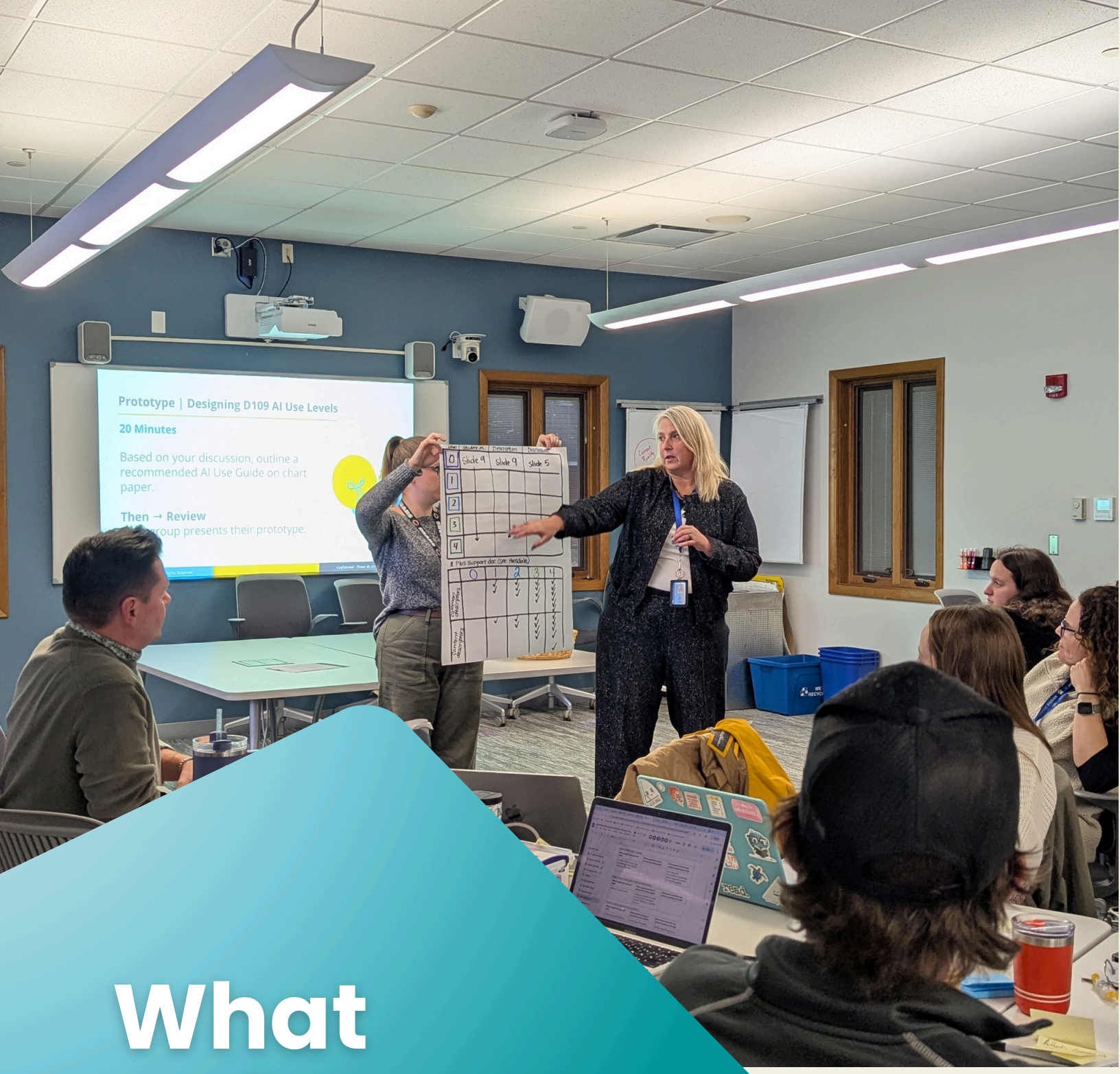
In 2025, District 109 launched an AI Advisory to design initial AI guidance as we enter a new frontier in education. The district convened a group of 5th-7th grade students, parents, staff, and Board Members ensuring diverse representation across our schools. Their distinct perspectives helped shape the core elements of this document. Google Gemini and/or ChatGPT were leveraged to refine elements of the Guidebook.

Development Partnership

This guidance was developed in partnership with LEAP Innovations®, who led the Community Advisory process and utilized design thinking to create practical guidance for 109 classrooms. LEAP Innovations® focused on building our team's capacity while ensuring the resource aligns with our district's core beliefs. Throughout the process, the needs, interests, and perspectives expressed by our stakeholders were prioritized.

Committment to Review

The District commits to reviewing and refining its AI guidance annually to ensure alignment with evolving technologies, educational best practices, and community values.



What Guides Our AI Decisions



Artificial Intelligence (AI) Guiding Principles

We are **Stronger Together Deerfield.** As we navigate the opportunities and challenges of Artificial Intelligence, District 109 is grounded in four core commitments. These principles ensure that every AI initiative serves our community effectively and aligns with our vision for student success:

Human-Centered & Learning Driven

We prioritize people, relationships, and meaningful learning above all else, ensuring that AI supports—not replaces—human judgment.

Critical Thinkers in an AI World

We help learners develop the skills to thoughtfully analyze, evaluate and engage with both human-created and AI-generated content.

Safe, Ethical & Trustworthy

We protect privacy and well-being while maintaining high standards for academic honesty and transparency.

Equitable, Inclusive & Adaptive

We ensure all learners have fair access to age-appropriate experiences and that our system evolves responsibly as technology changes.



Decision Support Tools

AI Guiding Principles Decision "Look Fors"



Use these "Look Fors" as a lens to pause and reflect before making key AI decisions.

Human-Centered & Learning-Driven

We prioritize people, relationships, and meaningful learning above all else, ensuring that AI supports—not replaces—human judgment.

→ Does this use of AI put the *human* in charge and make learning deeper, rather than just doing the work for them?

Elevates Educators
Does it help teachers save time on tasks so they can focus on teaching and connecting with students?

Deepens Learning
Does it engage students in meaningful thinking, creativity, and reflection aligned to clear learning goals?

Personalizes Experience
Does it adapt the learning experiences to support individual needs and interests while maintaining academic rigor?

Critical Thinking in an AI World

We help learners develop the skills to thoughtfully analyze, evaluate, and engage with both human-created and AI-generated content.

→ Does this require students to actively interrogate validity and bias rather than passively consume information?

Builds AI Literacy
Does the lesson teach students to spot errors, bias, or "hallucinations" (made-up facts) in the AI's answer?

Encourages Inquiry
Does the task require the student to be curious and ask questions, not just accept the initial result?

Develops Habits
Do students have to verify the AI's answer using a textbook, notes, or another trusted source?

AI Guiding Principles Decision "Look Fors"



Use these "Look Fors" as a lens to pause and reflect before making key AI decisions.

Safe, Ethical & Trustworthy

We protect privacy and well-being while maintaining strict standards for academic honesty and transparency.

→ Does this practice strictly protect student safety and privacy while upholding the highest standards of academic integrity?

Prioritizes Safety
Do the adopted tools meet privacy standards and mitigate risks like bias or deepfakes. Are safe routines for engaging students with AI tools being used?

Models Ethics
Have clear norms for responsible use, transparency, and digital citizenship been established?

Upholds Integrity
Is the student still doing the "heavy lifting" of the thinking, consistent with the AI Collaboration Scale?

Equitable, Inclusive & Adaptive

We ensure all learners have fair access to age-appropriate experiences and that our system evolves responsibly as technology changes.

→ Is this designed to ensure equitable access for every learner while remaining flexible enough to evolve based on feedback?

Ensures Equity
Do all students (regardless of language, ability, or device) have equal access to this tool?

Scaffolds Access
Is usage and complexity aligned to students' ages and developmental readiness (e.g., highly supervised for younger students)?

Iterates Responsibly
Will we update and adjust practice and professional development based on evidence, needs, feedback and changing technology?



Defining Appropriate AI Use

AI Collaboration Scale

Remember, **YOU** are the **Lead Collaborator**! AI can be a **Helpful Partner** that works alongside you to achieve your learning goals. **YOU** make the final decisions about your work.

	Student Role	Description of Student Role	AI Role
0	Independent Creator	• Complete all of the work myself. • Do all of the thinking, planning, writing, and problem-solving. • Show my own learning effort.	None
1	Content Creator	• Generate all ideas & explanations. • Create the entire first draft. • Cite or label how and when AI is used.	Reviewer/ Editor
2	Designer/ Developer	• Develop all ideas & core content. • Complete the final work. • Cite or label how and when AI is used.	Thought Partner
3	Project Manager	• Make thoughtful decisions while guiding AI. • Follow specific directions and use only approved AI tools. • Cite how and when AI is used.	Co-Creator

Adapted by Deerfield Public Schools District 109 and LEAP Innovations from Perkins, Furze, Roe & MacVaugh (2004). The AI Assessment Scale.

AI Collaboration Scale

Remember **YOU** are the **Lead Collaborator**! AI Can be a **Helpful Partner** that works alongside you to achieve your learning goals. **YOU** make the final decisions about your work.

0

Student: Independent Creator

- Complete all of the work by myself.
- Do all of the thinking, planning, writing, and problem-solving.
- Show my own learning effort.

AI: None

Cannot be used at all.

1

Student: Content Creator

- Generate all ideas & explanations.
- Create the entire first draft.
- Cite or label how and when AI is used.

AI: Reviewer/Editor

- Check for grammar, spelling, and punctuation errors.
- Improve clarity or organization.
- Offer suggestions for revisions.

2

Student: Designer/Developer

- Develop all ideas & core content.
- Complete the final work.
- Cite or label how and when AI is used.

AI: Thought Partner

- Brainstorm or expand my initial ideas.
- Help plan or organize my notes.
- Explain concepts I don't understand.
- Give feedback on my ideas.

3

Student: Project Manager

- Make thoughtful decisions while guiding AI.
- Follow specific directions and use only approved AI tools.
- Cite or label how and when AI is used.

AI: Co-Creator

- Generate a written draft or summary.
- Create images or visuals.
- Adapt content (converting writing into a video script).
- Create a final product.

Adapted by Deerfield Public Schools District 109 and LEAP Innovations from Perkins, Furze, Roe & MacVaugh (2004). The AI Assessment Scale.



Approved AI Tools

Approved AI Tools

To support our staff and students, the District has vetted and approved the following collection of AI tools. We have selected these specific applications because they meet our safety and accessibility standards while offering value for teaching and learning.

Select the tools that best align with your specific teaching or operational goals —whether that is personalizing instruction, streamlining workflows, or sparking creativity. Remember: these tools are designed to support, not replace, your professional judgment.

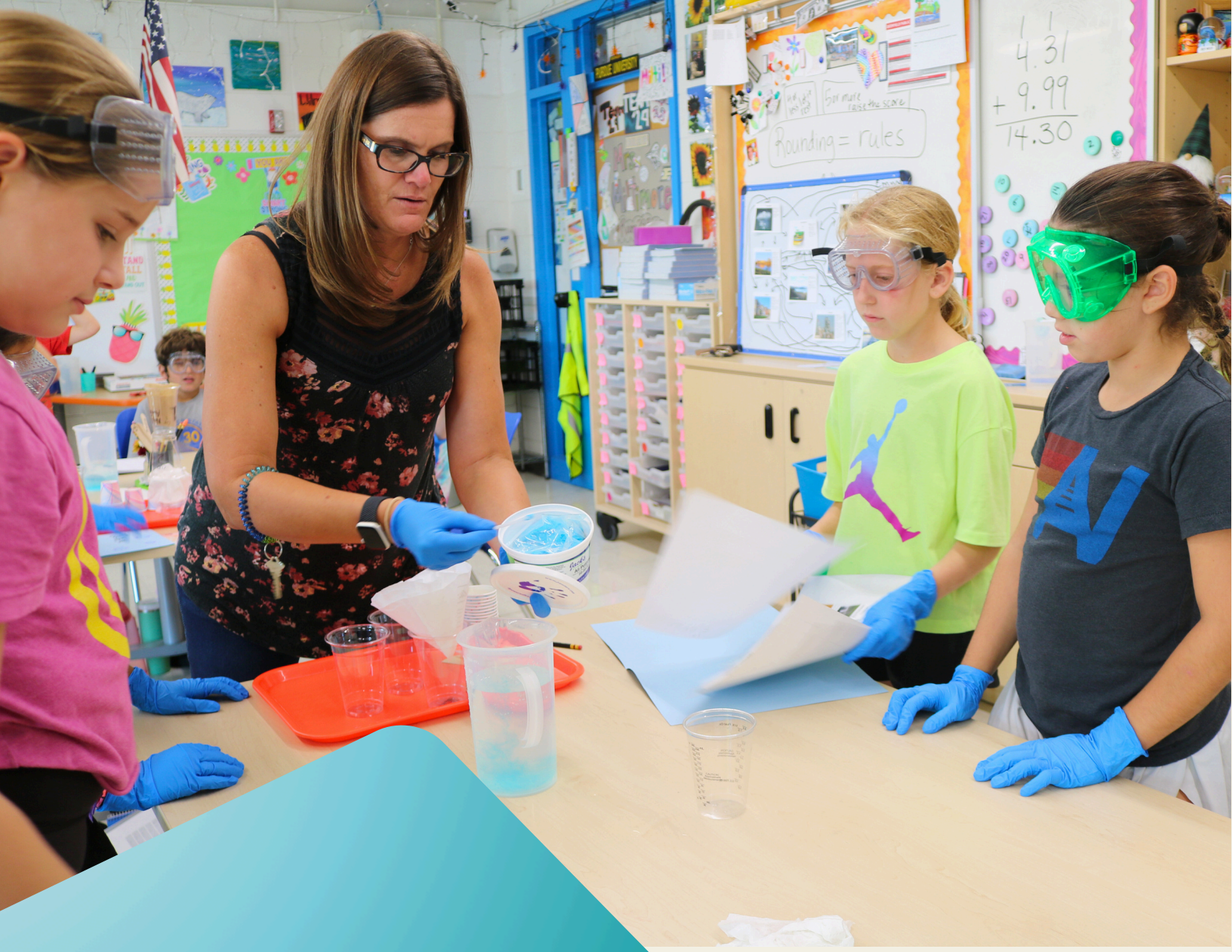
Student AI Tools

Tool	What might student use look like?	Access
MagicSchool AI	AI tools to complete custom, teacher-designed tasks.	Clever or Google
Canva	Image/video content and design.	Google
Snorkl	Students show thinking verbally or visually for AI feedback and teacher review.	Clever or Google

Staff AI Tools

Google Gemini *Generative AI*	**MagicSchool AI** *Customized Teacher Tools & Student Activities*
Google Gemini Notebook *Generates Audio Overview*	**Google Vids** *Image/Video Creation*
Canva *Generate Visual Content*	**Snorkl** *Analyzes Verbal/Visual Resoning*

Every tool on this list is SOPPA-compliant. Apart from Canva, all tools are formally contracted and available through the district Google/Clever domain. As a best practice, avoid entering personally identifiable information (PII) on any platform.



AI Use Guidelines

AI Responsible Use Guidelines STUDENTS

BE THE LEADER: Learning is Still Your Job

- Remember that AI is a tool to support your thinking, not replace it.
- Always check the AI Collaboration Scale first. This tells you exactly how AI can be used for an assignment.
- Follow your teacher's guidance precisely on when, why, how, and which district-approved AI tools are allowed.
- Be ready to explain how you used AI and why - this shows you are doing the learning.

BE A DETECTIVE: Verify Everything

- Treat AI like a source—it needs to be questioned.
- Ask yourself important questions before using AI's answer:
  - Logic Check: Does this answer make sense?
  - Accuracy Check: Is this information actually true?
  - Gap Check: What information or details are missing?
  - Next Step: How does this help me move forward in my assignment?
- AI can "hallucinate" (make things up). Always double-check dates, names, and facts against your notes, textbook or school resources, or ask a trusted adult.

BE SAFE: Digital Safety is a Non-Negotiable

- Protect your privacy. Never share personal information like your full name, home address, passwords, or photos.
- Respect others. Never use AI to hurt, target, or embarrass yourself or another person.
- Know when to ask for help. If you are struggling, need help, or feel unsafe, talk to a trusted adult immediately. AI is a tool, not a support system for mental health.

BE HONEST: Own Your Work

- Use AI only when permitted by your teacher.
- Ensure the work you submit reflects your own thoughts, research, and voice. If you use AI, credit the source.
- Protect the integrity of your education and the trust of your peers and teachers. Misuse of technology, including AI tools, will be addressed according to the Acceptable Use Policy and the Student Handbook.

AI Responsible Use Guidelines STAFF

These Deerfield 109 Staff Guidelines support all staff in reinforcing student expectations and modeling responsible, human-centered AI use to promote shared understanding, consistency across classrooms, and thoughtful decision-making as AI tools are explored in support of learning.

DESIGN: Keep Students in the Driver's Seat

- Develop learning tasks where students retain ownership of critical thinking, writing, creativity, or problem-solving. AI should support, not replace, student work.
- Scaffold instructional use of AI by age.
  - K-2: Teacher-guided facilitation only.
  - 3-5: Supervised introduction to independent use.
  - 6-8: Integrated and more autonomous use with more co-creation, as appropriate.

CLARIFY: Set Expectations

- Use the AI Collaboration Scale. Always anchor your instruction so students know exactly what is permitted.
- Clearly communicate the specific when, why, how, and which district-approved AI tool(s) may be used for an assignment.
- Revisit and refine your guidance as learning goals and assignments evolve.

MODEL: Teach Critical AI Literacy

- Make thinking visible. Proactively model for students how to question, reflect on, and verify AI outputs as part of learning activities.
- Encourage skepticism. Teach students to apply human judgment and never accept AI content blindly.

PROTECT: Prioritize Safety & Privacy

- Avoid entering Personal Identifying Information (PII) into AI tools. This includes but is not limited to: names, addresses, ID numbers, birthdates, grades, and disciplinary records.
- Proactively instruct students on appropriate data sharing practices and information that must be withheld.
- Use only district-approved tools. These have been vetted to ensure compliance with privacy laws and age limitations.

GROW: Commit to Continuous Learning

- Enhance your AI literacy through professional development opportunities.
- Build your AI literacy through collaboration with colleagues.

AI Responsible Use Guidelines FAMILIES

These guidelines are designed to help families support safe and responsible AI use at home. They align with district expectations and the AI Collaboration Scale, emphasizing learning, honesty, and well-being. Thank you for partnering with us to support your child's success.

PAUSE: Check Teacher/District Expectations

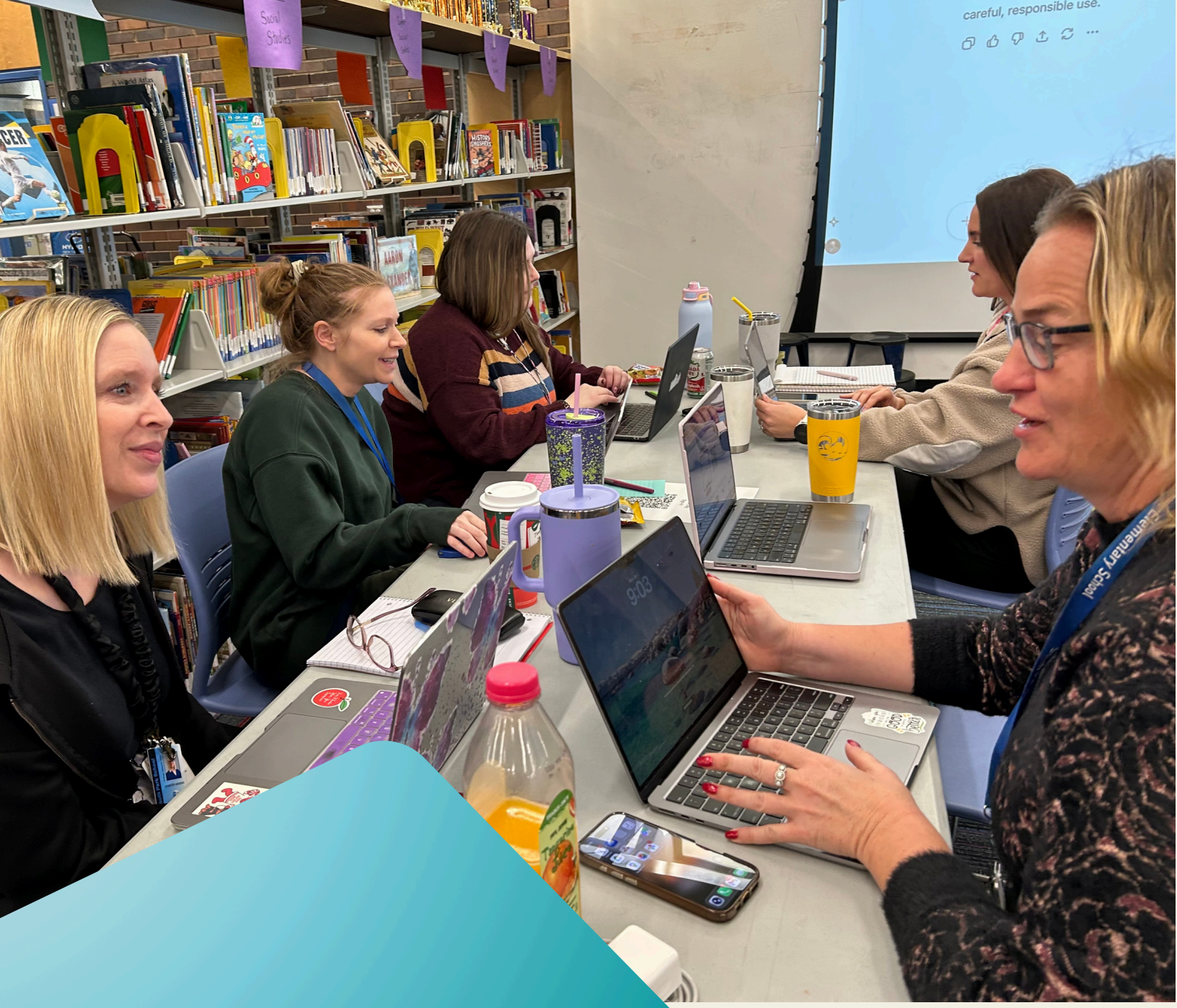
- Check district expectations and the AI Collaboration Scale.
- Encourage your child to follow teacher expectations about when, why, how, and which district-approved AI tools may be used for schoolwork.
- Reinforce that AI is not a shortcut. Encourage them to take pride in their learning and clearly show what they know and can do.

REFLECT: Foster Critical Thinking and Honesty

- Encourage your child to explain their thinking and question whether the information produced by AI makes sense.
- Help your child think and reflect on their learning experience by asking questions like:
  - What did AI help you do?
  - What did you learn while using AI? What worked? What didn't work?
  - What did you learn about yourself as a learner?
- Promote honesty and effort. Reinforce the importance of academic integrity by talking about doing their own thinking and taking pride in original work.

PROTECT: Prioritize Safety and Communication

- Model safe and responsible use.
- Remind your child not to share personal information (e.g., names, addresses, passwords, photos, or other personal details).
- Ensure your child uses AI respectfully and never to harm themselves or others.
- Support your child in using only district-approved AI tools that meet safety and privacy standards.
- AI guidelines will evolve. Keep communication open with your child's school, ask questions, and share feedback so we learn and adapt together.



From Guidance to Practice

Strategic Goals for Implementation

Building on the foundation established by our district AI Advisory and the newly adopted Guidance, we will launch **implementation during the 2026–2027 school year**. These goals move our AI guidance into practice, centered on educators, families, and students.

Professional Learning for Educators

By the end of the 2026-2027 school year, all instructional staff in grades 3–8 will report an increase in the knowledge and skills necessary to integrate AI tools responsibly into instruction.

Key Strategies

Guided Professional Learning

Through a continued partnership with LEAP Innovation, the district will prioritize continuous professional growth through ongoing and supported development. Institute days and early release Wednesdays may be leveraged for this purpose.

Independent Professional Learning

Recognizing that staff have different learning styles, we will offer optional online learning modules from respected professional learning organizations that also focus on AI. Staff who provide evidence of completing the AI literacy modules will be awarded CPDUs to honor their time and professional growth.

Family Engagement

To foster a transparent and collaborative partnership with families regarding the role of AI in education, District 109 will host two AI parent/guardian events during the 2026-2027 school year. Our goal is to demystify the technology, explain the "why" behind its use, and provide hands-on opportunities for families to see tools in action.

Key Strategies

Semester 1

We will host an informational session to introduce the district's educational philosophy and guidance regarding AI.

Semester 2

We will host an interactive showcase where students and staff demonstrate how AI is being used in the classroom. This hands-on event will allow parents to experience the tools alongside their children, fostering dialogue about digital citizenship.

Student Learning

By June 30, 2027, students in grades 3–8 will have engaged in a minimum of three curriculum-embedded learning experiences that utilize AI as a tool to elevate critical thinking and/or creativity.

Key Strategies

Embedded Learning

Rather than teaching "AI" as a separate subject, tools will be woven into existing curriculum to act as editors, thought partners, or co-creators.

Citizenship First

Every interaction with AI will reinforce our Responsible Use Guidelines, teaching students how to use the technology, and when and why it is appropriate to do so.

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