Artificial Intelligence Guidance

Acalanes Union High School District

Introduction and Purpose

The Acalanes Union High School District's Artificial Intelligence Guidance serves as a resource for AUHSD staff, students, and parents/guardians regarding the use of generative artificial intelligence (AI) for school and school-related activities.

AI is a rapidly evolving technology that includes an array of systems capable of completing tasks that historically required human intelligence and facilitation to accomplish. Beyond the basic completion of tasks, AI systems can also generate new content, including text, images, and music (California Department of Education).

AI can support both educators and their students, and the capabilities of this technology will continue to increase; however, as with all new technologies in the field of education, professional educators should determine how AI is used in schools. This guidance, along with related Board Policies and Administrative Regulations, will help foster the appropriate and effective use of AI in AUHSD.

Guiding Principles for AI Implementation

A set of guiding principles regarding AI use in the District will help foster responsible and effective use of this technology. AI use in AUHSD should support the following:

- **Established District Goals and Priorities.** AI use within AUHSD will support established District goals and priorities. According to the AUHSD Mission Statement, "We educate every student to excel in a global society." The core District goals outlined in the Local Control and Accountability Plan include the following:
    - **High-Quality Program:** Ensure that every student has access to high-quality educational opportunities and attains college and career readiness.
    - **Equity and Access:** Identify and implement policies and practices that eliminate opportunity gaps.
    - **Positive Climate and Culture:** Provide safe, engaging, and inclusive classrooms and school sites that support the social-emotional growth of every student.
    - **High-Quality Staffing:** Recruit, develop, and retain innovative, collaborative, and effective certificated, classified, and administrative staff who prioritize student well-being and success.
- **Established Policies.** AI practices will align with existing laws and District policies on the use of technology, privacy, equity, and academic integrity. Key laws and policies include, but are not limited to, the following:
    - Family Educational Rights and Privacy Act (FERPA)
    - Children's Online Privacy Protection Act (COPPA)
    - AUHSD Board Policy 6163.4: Student Use of Technology
    - AUHSD Board Policy 5131.9: Academic Honesty

- **AI Literacy and AI-Related Professional Development.** The District will remain committed to fostering AI literacy for staff and students. Through AI literacy, staff and students will develop the following: an understanding of the basic operations of AI, the ability to use various AI systems, the knowledge to make informed decisions about AI use, and the capacity to evaluate AI outputs. AI literacy will require ongoing professional development.
- **Recognition of the Benefits and Drawbacks of AI Use in Schools.** The District will engage in an ongoing assessment of both the benefits and drawbacks of incorporating AI into instructional and managerial practices.
- **Academic Integrity as a Priority.** Academic integrity is a core AUHSD principle, and students using AI should adhere to AUHSD Board Policy and Administrative Regulation 5131.9: Academic Honesty. To support students with academic integrity, the District will promote AI literacy and provide clear expectations regarding the use of AI.
- **Preservation of the Established Professional Authority.** Staff may use AI tools and systems to support their work, but the authority for making decisions about school programming or operations will not be ceded to AI. The District's professionals will remain the primary agents for operations and decision-making.
- **Engagement in Ongoing Monitoring, Evaluation, and Revision.** Tools and systems related to AI are changing at an accelerated pace. The District will engage in ongoing reviews of AI policies and practices through collaborative processes.

AI Literacy

To ensure the effective and responsible use of AI in AUHSD, the District will support AI literacy for both staff and students. AI literacy involves a set of skills beyond the basic ability to use AI.

Staff AI Literacy

The District will support AI literacy for staff. Strong AI literacy will enable staff members to do the following:

- Recognize various types of AI and understand how they could be used in education.
- Make informed decisions about using, or not using, AI in their professional practice.
- Evaluate AI tools for their potential use in their program, including educational value and student privacy. The AUHSD Educational Software Plan is a key resource for these evaluations.
- Develop assignments that are "AI resilient": structured in such a way as to require students to engage in academic activities not easily accomplished through AI.
- Recognize how misinformation and societal biases can be part of AI outputs.
- Understand the environmental impacts of AI use.

Student AI Literacy

As students develop basic AI literacy, they will be able to do the following:

- Understand the basic operations of AI.
- Recognize the importance of AI literacy for their own education and college and career readiness.
- Protect their personal information while using AI systems.

- Make informed decisions about AI use for school.
- Clearly reference when and how they used AI for school assignments.
- Adhere to expectations regarding academic integrity when using AI, including appropriate citations for AI use.
- Evaluate AI outputs for bias and misinformation.
- Understand the environmental impacts of AI use.

AI literacy for students is not the responsibility of any one specific department. All AUHSD staff have a role to play in fostering AI literacy for students.

AI and Instructional Practices: Supporting Teachers

Staff are the primary decision makers regarding the use of AI in their professional practice. Guided by established AI policies, staff will determine if AI is to be used for specific course assignments.

The District supports teachers using AI for a variety of professional purposes, including, but not limited to, the following:

- Developing research-based instructional strategies
- Designing standards-based curriculum and assessments
- Differentiating curriculum and assessments
- Analyzing student performance data to help tailor instruction and academic intervention
- Engaging in professional development

Teachers should avoid AI practices that do the following:

- Lead to an overreliance on AI by diminishing the teacher's responsibility for facilitating student achievement
- Prevent, inhibit, or in any way reduce student achievement of key learning objectives
- Compromise student or staff privacy
- Fail to comply with existing laws and policies

To help foster academic integrity, teachers should establish clear guidelines for students on when to use or not use AI for course assignments.

AI and Learning: Supporting Students

Teachers should help guide students toward the appropriate use of AI for school. Student use of AI for school will vary based on the course; however, student use of AI should always adhere to requirements established by the teacher. Depending on the course and individual student circumstances, teachers may authorize student use of AI for the following purposes:

- Assisting with brainstorming ideas for an assignment
- Supporting the research process
- Strengthening communication through translation and interactive dialogues
- Creating personalized study materials
- Providing individualized academic support
- Other teacher-approved purposes that foster student achievement

Students must avoid AI use that leads to the following:

- **Plagiarism or other types of cheating.** If using AI to generate content for any portion of an assignment, assessment, or project, the content must be properly cited. AUHSD Board Policy 5131.9: Academic Honesty provides details about when AI use compromises academic integrity:

  > *"Prohibited uses of technology include, but are not limited to, using technology primarily or solely for the completion of coursework that is intended to be completed independently. Students must not use technology to generate work and present it as their original work. In addition, students must use technology in ways that align with class-specific policies and guidelines."*

- **Bullying or harassment.**

Compliance, Transparency, Ongoing Monitoring, and Revision

Compliance

To ensure compliance with security and privacy requirements, the District will formally evaluate AI tools before authorizing them for student use. In collaboration with faculty and staff leaders, the Educational Services Department will facilitate the process for approving AI tools and systems.

When requiring students to use AI tools as part of the educational program, staff should only use AI tools that have been formally vetted and approved by the District. During the vetting process, compliance with state and federal privacy laws must be assured (see the AUHSD Educational Software Plan for details about the vetting process). A student with a disability will be able to use technology, including AI, for educational purposes identified in their individualized education program or Section 504 Plan.

Transparency

The District will make available to parents/guardians, and all other educational partners, the criteria used to evaluate AI tools. In addition, the District will maintain a publicly accessible list of approved AI tools being used by students in AUHSD (see AUHSD Approved Educational Software for a list of AI tools approved for student use in AUHSD).

Ongoing Monitoring and Revision

The District will continue to monitor the availability of new AI tools and work to revise the list of approved AI products for student use. The Educational Services Department will facilitate this ongoing monitoring and revising in collaboration with faculty and staff leaders.

Resources and References

Teachers are encouraged to use the AUHSD Approved Educational Software webpage for resources related to AI use in AUHSD.

The following resources informed the development of the AUHSD AI Guidance:

Bowen, José Antonio, and C. Edward Watson. *Teaching with AI: A Practical Guide to a New Era of Human Learning*. Johns Hopkins University Press, 2024.

"Bringing AI to School: Tips for School Leaders." International Society for Technology in Education (ISTE), July 2023, https://cms-live-media.iste.org/Bringing_AI_to_School-2023_07.pdf.

California Department of Education. "AI Resource Kit: Artificial Intelligence Learning With AI, Learning About AI." California Department of Education, Apr. 2024, https://www.cde.ca.gov/ci/pl/documents/cdeairesourcekit.pdf.

"Cambium Learning Survey Uncovers How K-12 Teachers and Administrators Are Using AI Right Now and How It Is Shaping the Future of Education." Cambium Learning Group, 6 Aug. 2024, https://www.cambiumlearning.com/about-us/news/6062/cambium-learning-survey-uncovers-how-k-12-teachers-and-administrators-are-using-a.

Code.org, et al. "AI Guidance for Schools Toolkit." *TeachAI*, 2023, https://www.teachai.org/toolkit.

Common Sense Media. "AI Initiative: Understanding the Impact of AI on Our Kids." *Common Sense Media*, 2024, https://www.commonsensemedia.org/ai.

Digital Promise. "Artificial Intelligence in Education." *Digital Promise*, 2024, https://digitalpromise.org/initiative/artificial-intelligence-in-education/.

Gemini Advanced. "What Is the Potential Role of AI in Secondary Education?" *Google*, 8 Oct. 2024, https://gemini.google.com.

Khan, Salman. *Brave New Words: How AI Will Revolutionize Education*. Penguin Random House, 2024.

Khan, Salman. "How AI Could Save (Not Destroy) Education." *TED*, Apr. 2023, https://www.ted.com/talks/sal_khan_how_ai_could_save_not_destroy_education.

Kuloweic, Greg. "Empowering Schools: Developing AI Policy & Practice." Webinar, 11 June 2024.

Li, Fei-Fei. "What We See and What We Value: AI with a Human Perspective." Allen School Distinguished Lecture Series, University of Washington, 18 Jan. 2024, https://www.youtube.com/watch?v=gzOwpEupP5w.