Regional School District #10

Serving the Towns of Harwinton and Burlington

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Director of Teaching and Learning
Learning

JOSEPH R. SOUSA
Director of Technology

November 21, 2025

To: RSD 10 Elementary Families

From: Vonetta Romeo-Rivers, Director of Teaching & Learning
Joseph R. Sousa, Director of Technology

Re: Launch of AI Guidelines and Framework

Dear RSD 10 Families,

We are pleased to share the launch of our district's AI Guidelines and Framework, a foundational step in supporting responsible and meaningful integration of artificial intelligence into our schools when appropriate. This information has already been shared with our middle and high school families.

This framework was developed through a thoughtful and deliberate process, led by a dedicated working group of 20+ district leaders, school administrators, teachers, staff, and select students during the 2024 – 2025 school year. Together, we explored the opportunities and challenges AI presents in education, ensuring our approach reflects both innovation and care. We partnered with EdAdvance's Skills21 team, one of the leaders in CT with AI in education, and with their guidance, we developed AI guidelines for students, teachers, and families that support our larger technology beliefs here in Region 10.

Our goal is to empower students and educators to use AI tools ethically, creatively, and effectively—while safeguarding privacy, promoting equity, and reinforcing academic integrity. Our district's official AI platform is **Microsoft Copilot**, and Microsoft intends to make Copilot available to students 13+ in the near future. We invite you to review the attached AI Guidelines for our district.

We look forward to partnering with you as we continue to shape a future-ready learning environment.

In partnership,

Vonetta Romeo-Rivers, Director of Teaching and Learning
Joseph R. Sousa, Director of Technology

AI GUIDELINES
REGIONAL SCHOOL DISTRICT 10



WHAT IS AI?

Artificial Intelligence (AI): Artificial intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn like humans. These systems can perform tasks that typically require human intelligence, such as visual perception, speech recognition, decision-making, and language translation. Narrow AI: This type of AI is designed to perform a specific task, such as voice assistants like Siri or Alexa, or recommendation systems used by streaming services. General AI: This is a more advanced form of AI that can understand, learn, and apply knowledge across a wide range of tasks, much like a human.

POSITION STATEMENTS FOR AI USE IN REGIONAL SCHOOL DISTRICT 10

AI in Support of Equity and Access: Ensuring equitable access to AI tools and resources is essential so all students have equal opportunities to experience high-quality learning.

Augmentation over Replacement: AI tools should be used to enhance and support the work of students and teachers, not to replace human effort and interaction. Human creativity and critical thinking should remain at the core of the educational process.

Verification and Fact-Checking: Information generated by AI must be verified and fact-checked to ensure accuracy and reliability. We emphasize the importance of cross-referencing AI outputs with credible sources.

Human involvement: Maintaining a balance between human judgment and AI assistance is critical to preserving the integrity of educational processes. Decisions regarding the use of AI-generated content should always involve human oversight to ensure ethical, accurate, and appropriate materials are used.

Safe and Ethical AI Use: The use of AI must be guided by the principles of: safe use, ethical use, transparency, and boost productivity.

Responsiveness to Technological Change: AI is a rapidly developing technology, requiring continuous review, and ifelong learning among all school community members.



AI IN REGION 10

The purpose of AI use in our learning environment is to enhance, not substitute our ability to think critically and to facilitate, not remove our efforts in creating our Shared Definition of High-Quality Learning (Creativity, Relevance, Critical Thinking, Student Agency, and Collaboration). Our use of AI is meant to assist, not perform thinking tasks for us and with intentional use, provide personalized support to address diverse learning needs. AI can simplify complex concepts, summarize large quantities of information and make learning accessible for all students.



AI RISKS TO BE MINDFUL OF

The following are current AI risks that we as a teaching and learning community are mindful of and plan to be aware of as AI in education evolves: student data privacy, "deep fakes", AI hallucinations (inaccurate information appearing as factual), and bias in the information presented. We are also very much aware of the idea of intellectual property and permissions for use being granted, as well as the impact of AI on the environment. We in RSD 10 will also never encourage inputting personal or confidential information into AI tools because once data enters a system, we lose control over that data. To use AI safely and ethically, we have created many opportunities for students to build digital citizenship throughout their time with us K- 12 and an awareness of these risks will be woven into their exposure to integrated technology.



AI Guidelines
Regional School District 10

AI Roles and Responsibilities

FAMILIES

- Support the district's focus on the safe, ethical and productive use of AI by developing a shared understanding with their child of AI's role and use in education.
- Communicate any feedback and concerns regarding AI use to appropriate RSD 10 faculty (teachers, administrators, counselors), partner with the school to ensure an intellectually and emotionally safe learning environment

STUDENTS

- Ongoing review of the RSD 10 AI Guidelines document to ensure AI use is within the guidelines
- Engage honestly in academic work and evaluate AI outputs for credibility, accuracy, and bias.
- No use of AI generated content or images to cause harm; report concerns about unsafe or unethical AI use to a trusted adult
- Use GenAI only when a teacher has given explicit permission as part of the process of an assignment with proper citation of the AI tool used

TEACHERS

- Review the RSD 10 AI Guidelines throughout the course and establish norms for productive, ethical, and transparent use when allowed.
- Reinforce that the use of AI is meant to be a transparent part of a process, when allowed, but not the end product that is submitted
- Ensure equitable access to AI tools that enhance all students' ability to think critically and problem-solve throughout a process Ensure equitable access to AI tools that enhance all students' ability to think critically and problem-solve throughout a process

ADMINISTRATORS

- Develop guidelines for safe, ethical AI use and review academic honesty policies as AI evolves.
- Provide professional development on AI literacy and support AI piloting across departments, ensuring compliance with student data privacy requirements.

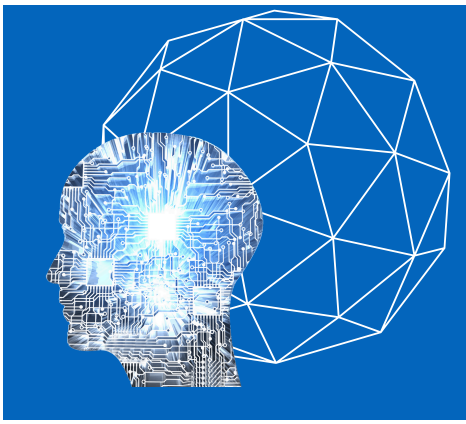
EXAMPLES OF INAPPROPRIATE AI USE

Submitting AI-Generated Work: Turning in assignments created in part or in whole by AI as a student's own work and/or not using citations for where AI was used

Plagiarism: Using AI to rephrase existing content to bypass plagiarism detection tools, and a disproportionate amount of the work is AI-generated, not student-generated

Not Asking Permission: Submitting work in whole or in part without the teachers granting permission for use and citation

Harm: Using AI to generate, create or share content (images, audio, text) that causes personal or reputational harm to others (i.e. deep fakes)



Informed By EO Smith and Wolcott Public Schools