

Library, Media and Technology Services**Artificial Intelligence****Staff Use of AI**

Teachers and staff should integrate technology tools that benefit the educational process. Integrating artificial intelligence tools in K-12 education can:

- Enhance the quality of learning materials and resources available to educators and students.
- Provide individualized instructional support and help students attain personalized learning goals.
- Foster creativity and critical thinking skills.
- Provide research assistance, helping students to quickly and efficiently search for relevant information for school assignments.
- Encourage students to explore the potential of AI while developing a deeper understanding of its ethical and responsible use.
- Improve efficiency in the operation of schools.
- Translate texts or documents into different languages, which can be helpful for students who are learning a new language and for students who are studying texts written in a different language.
- Aid students with disabilities to access and understand written materials.

Teachers should guide students on the appropriate use of AI in assignments utilizing the levels listed below. When a teacher suspects a student has used AI in a manner that contradicts the District's academic honesty policy, the student and any documentation should be referred to the school administrator.

Levels of AI Use**No AI**

- Students must rely on their own knowledge and skills
- No use of AI is acceptable

AI Assisted

- Teacher permission has been given
- Students may use AI for tasks such as feedback, editing or tutoring
- No generative AI is allowed
- Students must state their use of AI

AI Enhanced

- Teacher permission has been given
- Students may use AI to complete teacher specific elements
- Students are responsible for evaluating all generative AI content

- Students must state their use of AI

AI Empowered

- Teacher permission has been given
- Students may use AI to support their work
- AI can be used to ‘co-pilot’ student creativity
- Students are responsible for evaluating all generative AI content
- Students must state their use of AI

Fairness and Transparency

Emerging technologies such as *AI* require the application of ethical standards that align with the District's mission and values. Technologies cannot be used to cause harm or discriminate against any student or group of students. Users of AI must exercise caution regarding potential bias in generated content.

Using AI for high-stakes decisions, such as determining a student's academic progression, grading or disciplinary actions, without human oversight, is inappropriate. AI should support, not replace, the professional judgment of educators.

Student Use of AI

Students must learn to engage with AI technologies responsibly, ethically and effectively in order to enhance their learning experiences while safeguarding their privacy and well-being. The use of AI tools without the express consent of the teacher undermines the learning and problem-solving skills that are essential to academic success. Students are encouraged to develop their own knowledge, skills and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance.

Responsible student use of AI includes:

- AI tools used solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is not permitted.
- The use of AI technologies in an ethical manner, respecting copyright laws, privacy norms and intellectual property rights of others.
- Students cautiously interacting with AI tools and not sharing sensitive or personally identifiable information (PI) or data about themselves, another student, a staff member or any other person. Students must understand the risks and implications of data sharing.
- When communicating through AI tools such as chatbots and virtual assistants, adhering to the same standards of respect and decency expected in human interactions.
- Not using AI to access, create or disseminate harmful or inappropriate content that is threatening, obscene, disruptive, or sexually explicit or could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual

orientation, age, disability, religion or political beliefs or interact with AI in a manner that supports any of the above.

The responsible use of AI by students in the K-12 educational setting is essential for fostering a safe, ethical and productive learning environment. By adhering to policy and regulation, students will be better equipped to leverage AI technologies for their educational advancement while respecting the norms and values of the school community.

This policy will be reviewed regularly to adapt to evolving technologies and educational needs, ensuring that AI remains a positive and powerful tool for learning and development in the District.

Training

The District will train all employees and students on the requirements of this policy, other District policies regarding data management and privacy, and acceptable uses of AI and AI prohibitions.

Reporting

Individuals who have a concern about the safety or effectiveness of approved AI products should report the concern to the building principal, who will work with District administration to investigate the matter and take steps to resolve the concern.

Individuals who suspect AI misuse or are aware of AI use that is potentially harmful or otherwise violates the law or District policies or procedures must report the matter to the building principal.

The principal will notify District administration of the allegations and work together to investigate the alleged misuse or harm. Failure to report known misuse could result in student suspension or employee termination.

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