

Responsible Use Guidelines for Artificial Intelligence (AI) in D131

(Board Policy 6:235)

D131 Artificial Intelligence Values Statement

Our district is committed to integrating artificial intelligence in ways that enhance teaching and support learning and professional growth. We will ensure that AI tools are used responsibly, comply with all applicable laws, are aligned with our educational goals, and uphold our core values of equity, integrity, and transparency. Through ongoing training, explicit guidelines, and regular evaluation, we aim to educate and enable students and staff to use AI ethically, responsibly, and effectively, fostering an environment where technology serves as a trusted tool in education.

AI Plan - Guiding Principles and Values

When students or staff use AI, we will make sure the technology aligns with our district's mission, vision, and values. Our commitments are grouped into four areas:

1. AI as a Learning Tool
 - a. AI will support learning, not replace the thinking and work done by students and staff.
 - b. AI will serve as a tool to help build critical thinking, innovation, and problem-solving skills.
 - c. AI can be used to personalize learning to meet different needs and learning styles.
 - d. AI can serve as a thought partner to simplify tasks for staff and students.
 - e. AI can be used as an accessibility tool to help all students engage with lessons and materials.
2. Ethical Use and AI Literacy
 - a. Staff and student judgment will always guide decisions, even when AI is used.
 - b. Students and staff will learn how AI works, including its strengths, limitations, and ethical issues.
 - c. AI use must support academic integrity—students must do their own thinking and avoid misusing AI.
 - d. Students should make sure their work reflects their learning, even if AI helps.
 - e. Students and staff will be transparent about using AI and will give credit when needed.
3. Data Privacy, Safety, and Equity
 - a. We will protect student data and online safety and follow all laws (SOPPA, FERPA, COPPA, CIPA).
 - b. AI tools will be age-appropriate for students and will be provided equitably to all.
 - c. Students and staff are expected to follow district policies for safe and responsible use.
4. Oversight and Continuous Improvement
 - a. AI-enabled tools will be reviewed at the district level before being used in classrooms.
 - b. The district will engage a team to review our vision and values related to AI regularly as technology changes to ensure it follows our principles.
 - c. Students and staff will receive training on how to use AI safely and effectively.

Artificial Intelligence Procedures for Students

Outlined below is the acceptable use of Artificial Intelligence (AI) tools and technologies by students within the school environment. It aims to foster responsible and ethical AI usage while promoting learning and innovation.

1. Use AI to Support Your Learning, Not Replace It
 - a. AI can help you brainstorm, outline ideas, practice skills, or clarify confusing topics—but your products must show your own individual efforts.
 - b. You are responsible for checking AI-generated information for accuracy, bias, or errors.
 - c. AI should help you learn how to think, not think for you. It can enhance your learning and understanding.
2. Follow Academic Integrity Expectations
 - a. Your assignments should reflect your voice, ideas, and level of understanding.
 - b. It is not acceptable to use AI to complete assignments, write major portions of essays, or solve problems without doing the thinking yourself.
 - c. Be transparent about how you used AI and give proper credit or explanation.
3. Use AI Responsibly and Thoughtfully
 - a. Only use AI tools that your teacher or the district has approved.
 - b. Follow all directions about when and how AI can be used for a specific task.
 - c. If you're unsure whether AI is allowed on an assignment, ask first.
4. Protect Your Privacy and the Privacy of Others
 - a. Never input personal information—yours or anyone else's—into an AI tool unless it is district-approved.
 - b. Do not share private conversations, images, or data with AI tools.
 - c. Report any unsafe, biased, or inappropriate output to a teacher or trusted adult.
5. Use AI to Strengthen Academic Skills
 - a. AI can be used to strengthen academic skills by:
 - i. Providing examples or explanations
 - ii. Helping you revise or improve writing
 - iii. Breaking down complex ideas
 - iv. Offering practice problems or study support
 - b. You should still be able to demonstrate your learning without AI assistance when asked.
6. Engage Respectfully and Ethically
 - a. Do not use AI to create harmful, misleading, or inappropriate content.
 - b. Avoid generating content about real people without their permission.
 - c. Use AI in ways that reflect kindness, fairness, and good judgment.
7. Use Your Own Critical Thinking When Using AI
 - a. Ask questions when using AI to deepen your understanding rather than simply accepting the first response.
 - b. Try multiple strategies (notes, discussion, practice) in addition to AI.
 - c. Use feedback from teachers and peers to improve how you use AI over time.
8. When in Doubt, Check In
 - a. If you're not sure what is allowed on an assignment, ask your teacher.
 - b. Always verify the output of AI. AI can contain outputs that may be incorrect, confusing, or questionable. Verify it with trustworthy sources or a teacher.
 - c. If you see classmates misusing AI, encourage responsible choices or alert a trusted adult.

Artificial Intelligence Procedures for Staff

Outlined below are acceptable and ethical uses of Artificial Intelligence (AI) tools and technologies by school staff, including teachers, administrators, and support personnel.

1. Use AI to Support, Not Replace, Human Work
 - a. Use AI to assist with tasks, learning, communication, or problem-solving, but do not rely on it to make decisions for you.
 - b. Use judgement to monitor outputs—review AI-generated information for accuracy, bias, or errors.
 - c. Ensure any AI use aligns with your role and supports the district's mission, vision, and values.
2. Use AI to Improve Efficiency and Service
 - a. AI can help streamline routine tasks (drafting emails, organizing information, generating ideas, etc.).
 - b. Staff should confirm all AI-generated content reflects district expectations for tone, accuracy, privacy, and professionalism.
 - c. If AI helps you brainstorm or prepare for a task, ensure the final work still reflects your expertise and responsibilities.
3. Maintain Ethical and Responsible Use
 - a. Cite the support of AI when it meaningfully contributes to work products, communication, etc.
 - b. Do not use AI to misrepresent your work, abilities, or the work of others.
 - c. Avoid using AI to evaluate, discipline, or make high-stakes decisions about students or staff without your own review first and supervisory approval.
4. Protect Student and Staff Privacy
 - a. Never input confidential, sensitive, or personally identifiable information into non-D131 approved AI tools. District-approved tools are compliant with SOPPA, FERPA, COPPA, CIPA, and district policies.
 - b. When in doubt about whether information is appropriate to use with AI, ask a supervisor or your building administrator.
 - c. Follow all data privacy, cybersecurity, and acceptable-use policies when using any AI-enabled tool.
5. Use AI Tools That Are Approved and Age-Appropriate
 - a. Only use district-approved AI tools with students or student data.
 - b. Ensure AI resources used in school are developmentally appropriate and accessible to all.
 - c. Report any concerns about misleading, unsafe, or biased AI outputs to your supervisor.
6. Support Equitable Access and Inclusion
 - a. Use AI tools in ways that promote access, reduce barriers, and support diverse learning and communication needs.
 - b. Ensure all students and families receive equitable opportunities to benefit from AI-supported tools and services.
7. Continue Learning and Improving
 - a. Engage in district-provided training on AI tools, their benefits, risks, and best practices.
 - b. Stay open to new tools and updates, using district guidance to help determine when and how to integrate AI responsibly.
 - c. Share feedback and experiences to help the district refine AI use over time.
8. Follow District Policies and Report Concerns
 - a. Use AI in accordance with all district policies, including acceptable use, technology, data privacy, and professional expectations.
 - b. Report potential misuse, privacy concerns, or inappropriate outputs to the appropriate supervisor or department.

- c. Refrain from use of any AI tool that seems unsafe, biased, inaccurate, or inconsistent with district guidelines until further review.

Classroom Guidance

In the classroom, AI should serve as a supportive tool that complements—not replaces—students’ own ideas and understanding. As a district, teachers are welcome to use AI as a tool to support learning and help students grow as thinkers and creators.

We ask educators to guide students in knowing when and how AI can be used, to help them develop responsible habits, and to reinforce academic integrity in positive ways. Using only district-approved tools protects student privacy and ensures developmental appropriateness.

Consider using a visual tool in the classroom to make AI use for your activities clear to all. [One option is linked here for consideration.](#)

Disclaimer

All users must follow the district’s Acceptable Use Policy (AUP) at all times when using AI or any digital tool. These guidelines provide general expectations for how students and staff may use AI tools in our schools. Because technology continues to evolve, some situations may require additional clarification.

Students and staff are encouraged to reach out to their teacher, supervisor, or school administrator whenever they have questions or need support. These guidelines are a living document and will be reviewed and updated by the district regularly as our understanding of AI grows.