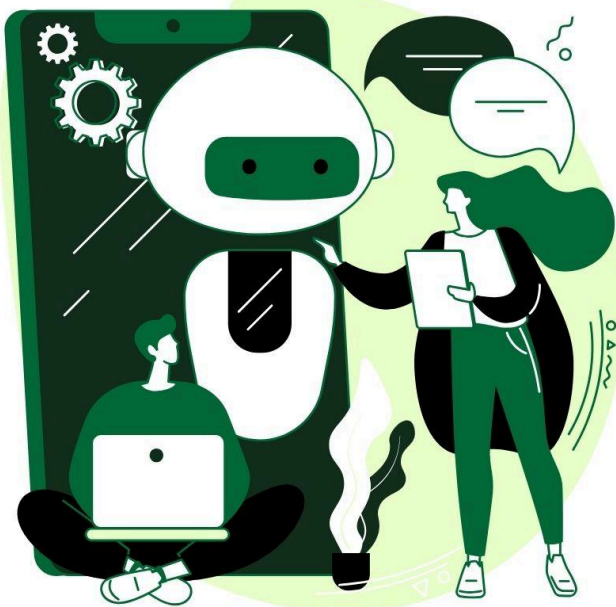


# D96 Guidelines Staff



# RIVERSIDE SCHOOL DISTRICT 96

AI Guidelines: Staff

# Introduction



## Staff Introduction:

Generative Artificial Intelligence (AI) is an emerging tool with the potential to transform teaching and learning. In Riverside School District 96, we support the responsible and innovative use of AI to enhance educational opportunities for all students. When used thoughtfully, AI can help educators streamline lesson planning, design personalized learning experiences, and support improved student outcomes.

From developing engaging instructional materials and assessments to analyzing data and providing timely feedback, AI offers many valuable applications. At the same time, it is important to remember that AI is a resource to assist—not replace—the creativity, expertise, and critical thinking of our educators. By embracing AI responsibly and ethically, we can equip teachers and students with powerful tools to expand learning and achieve new levels of success.

# Section 1: Core Values



# Section 1: Core Values Guiding AI Implementation in Riverside School District 96

These values will guide our responsible and effective integration of Artificial Intelligence (AI) in Riverside School District 96, ensuring a positive impact on all staff, students, and our community.

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## Core Values:

1. Equity and access for all learners

Riverside School District 96 is committed to equitable access to AI tools and resources for all students in PreK through 8th grade.

2. Empowering educators, enhancing learning

AI will serve as a powerful tool to *enhance* teaching and learning, not replace our valued educators. Our teachers remain central to the educational experience, using AI to personalize learning, analyze data, and streamline administrative tasks, allowing them to focus on cultivating creativity, critical thinking, and strong student relationships.

3. Developing ethical and responsible digital citizens

We will guide students to become ethical and responsible users of AI. Through age-appropriate instruction, we will address critical topics such as ethical use and data privacy and prepare them to be informed, responsible decision-makers in an increasingly AI-driven world.

4. Prioritizing student data privacy and security

Protecting the privacy and security of student data is our highest priority. Riverside School District 96 will adhere to strict data protection protocols and ensure all AI systems comply with relevant data privacy regulations. Student access to AI systems will be limited to thoroughly vetted and age-appropriate applications, safeguarding student data and privacy.

5. Transparency and accountability in AI implementation

We are committed to transparency in our use of AI technologies. Clear guidelines and policies will be established and readily available, ensuring accountability in all decision-making related to AI implementation, including the responsible sourcing and



development of AI systems.

6. Personalized learning experiences for every student

AI can help us create more personalized learning experiences, addressing the unique needs and learning styles of each student. By analyzing data and feedback, AI can support educators in tailoring instruction, interventions, and resources to maximize student success.

7. Investing in continuous professional growth for educators

Riverside School District 96 is dedicated to providing ongoing professional development for our educators. These opportunities will equip them with the skills and knowledge necessary to effectively integrate AI into their teaching practices and navigate the evolving educational landscape.

8. Fostering collaboration and innovation

We will actively collaborate with academic institutions, industry partners, and educational organizations to remain up to date with AI use in education. We encourage research, innovation, and the sharing of best practices to continually improve our approach.

9. Engaging our community in the AI conversation

Open communication with parents, guardians, and the broader community is essential. We will proactively share information about our AI initiatives, involve stakeholders in discussions about the role of AI in education, and address any questions or concerns through open and transparent dialogue.

# Section 2: Responsible Use



## Section 2: Responsible Use

Generative AI is highly adaptable. Ideas generated from AI should be analyzed, understood, and implemented, not replicated verbatim.

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### ***How staff can use AI tools:***

#### **AI tools can help staff save time.**

- Streamline Tasks (i.e., developing additional support and resources)
- Data Analysis (While being mindful of student privacy)
- Summarizing
- Communications
- Administrative Tasks

#### **AI tools can assist with instructional practices.**

- Enhanced Creativity (i.e., generate prompts, lesson plans, and presentation ideas)
- Provide Personalized Learning to meet individual student needs
- Assessment/Feedback Creation (i.e., Develop formative Assessments and Rubrics)
- Improving existing lessons and activities
- Translations
- Personalized Professional Learning (i.e., access resources and feedback)

### ***How you can guide students to use AI tools in the right ways:***

- Brainstorming
- Organization/time management
- Understand challenging concepts
- Translate languages

Teachers should explain to students why certain assignments are not appropriate for AI use.

### ***Here are things teachers and students should avoid doing with AI:***

- Copy and pasting anything generated through AI “as is”
- Copy other people’s work using AI
  - Inputting others’ work into AI to have it rewritten
- Create harmful, fake, or mean content with AI
- Use AI in illegal or unethical ways
- Put any personal information into AI tools



***Be careful what information you put into AI tools. Avoid sharing private information like:***

- You or your students':
  - Name
  - Address
  - Phone number
- Financial information
- Medical information
- School records and grades

***Use AI respectfully; avoid creating anything with AI that is:***

- Inappropriate
- Offensive
- Harmful
- Violent
- Hateful
- Biased against groups
- False information
- Damaging to someone's reputation
- In violation of school rules or school district policies

***Check your work***

- Review information provided by AI before using it. AI can be wrong and provide misinformation.
- Cite Your sources when using AI.
  - "This was generated or edited with the assistance of AI"

# Section 3: Protecting Data, Privacy, and Security



## Section 3: Protecting Data, Privacy, and Security

Staff are responsible for ensuring that the use of AI tools aligns with district privacy, security, and instructional expectations. The following guidelines apply to all staff when using AI tools for instructional purposes:

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### **Use of District-Approved Tools**

Only AI tools approved by the district or directed for instructional use may be utilized by both staff and students. These tools are reviewed for compliance with privacy, security, and educational standards. Please do not encourage students to create accounts on non-approved AI platforms.

### **Safeguarding Confidential Information**

Staff should not enter personally identifiable, sensitive, or confidential information into AI tools, compliant with district policy and applicable laws (SOPPA, FERPA, COPA, etc.).

- Student names, ID numbers, addresses, passwords, IEP/504 data, or images
- Limit content to appropriate, non-sensitive, district-related content.

### **Account Security/Access**

Staff are responsible for protecting their account credentials and not sharing their logins with students or colleagues.

### **Instructional and Professional Responsibility**

Use AI as a support tool, not a replacement for professional judgment or instructional decision-making. Verify AI-generated material for accuracy before using it for instruction, communication, or decision-making.

### **Transparency with Students**

Communicate expectations to all students regarding appropriate AI use. Model responsible, ethical, and secure use of AI tools in instruction and the classroom.



### **Be Aware of Phishing**

Phishing is a type of scam where someone tries to trick you into giving them your personal information. Be careful about clicking on links or opening attachments from people you don't know.

### **Reporting and Oversight:**

Any concerns regarding data privacy, security risks, or the inappropriate use of AI tools should be reported to the administration.

**By following these guidelines, you can help keep yourself safe online and have a positive experience with AI tools.**

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# Section 4: Professional Integrity & Ethical Use



## Section 4: Professional Integrity & Ethical Use

### 1. **Maintain professional responsibility**

Teachers are responsible for instructional decisions, materials, and communications. AI-generated content should always be reviewed, verified, and edited before being used in instruction or shared with students and families.

### 2. **Protect Student Privacy**

Teachers should not enter personally identifiable student information, data, or sensitive district information into AI platforms unless the tool has been approved by the district and meets data privacy requirements.

### 3. **Verify Accuracy and Bias with AI**

AI-generated content can contain errors or bias. Teachers should review information for accuracy, appropriateness, and fairness before using it in lessons, instructional materials, or communication.

### 4. **Model responsible AI use**

Teachers should model responsible AI use for students by showing how AI can support learning, research, and productivity while emphasizing critical thinking and originality.

### 5. **Promote Transparency**

When appropriate, staff should be transparent about how AI tools are used in lesson preparation or instructional support, helping to build understanding around responsible technology and AI use.

### 6. **Follow District Policies and Guidelines**

Teachers should follow all district technology policies, acceptable use guidelines, and approved AI tool lists when using AI in classroom practice.