Dupo CUSD 196
AI Policy

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Dupo School District AI Policy

This document provides an overview of Dupo School District's strategy, guidelines, and resources available for staff and students to engage with Generative Artificial Intelligence (AI) technology.

Introduction

The rapid development of generative artificial intelligence (AI) technology presents both immense opportunities and challenges for the education sector. AI has the potential to augment teaching and learning through personalized instruction, content creation, grading assistance, and more. However, the power and capabilities of these technologies also necessitate careful guidance to ensure responsible and equitable usage, especially since students will interact with this emerging technology. Dupo School District recognizes the importance of establishing clear policies and best practices around AI integration.

This document outlines Dupo School District's comprehensive strategy for engaging with AI tools in an ethical, safe, and learner-centric manner. Its purpose is to provide stakeholders across the district - students, families, teachers, administrators, and staff - with a shared vision and framework for AI adoption.

By proactively addressing concerns around data privacy, academic integrity, age-appropriate access, and ethical AI development and use, the district aims to harness the benefits of this transformative technology while mitigating risks. Ultimately, these guidelines serve to elevate Dupo's educational experience and ensure that all students gain vital AI literacy skills required for success after graduation.

This guidebook will and should continue to evolve as the AI landscape changes. The district prioritizes the safety and security of our students and staff alongside the opportunity for engagement with the technology of the future.

What is Artificial Intelligence?

Artificial Intelligence (AI) is a branch of computer science focused on creating machines that can perform tasks that usually require human intelligence, such as understanding language, recognizing patterns, or making decisions. You've likely encountered AI already in your daily life—whether through digital assistants like Siri or Alexa, self-driving cars, or even movie recommendations on streaming services.

One of the most advanced types of AI is based on Large Language Models (LLMs). These models are trained on huge amounts of data, such as text, images, and other forms of information, allowing them to learn patterns and generate new content. For example, AI tools like Gemini and ChatGPT use LLMs to understand user input and create responses or images based on specific requests. These AI tools are powerful, but they do have limitations. The quality of their output depends on the data they were trained on and how effectively humans guide them with their prompts.

As AI continues to evolve, it is becoming an increasingly important tool in various fields. While it is not perfect, AI is helping to improve tasks ranging from simple ones, like typing corrections, to more complex processes, like driving or making predictions. Understanding how AI works and how it can be used will help us navigate its growing role in our lives and work.

Our "Why" and Future Aspirations

The students of Dupo School District have a unique opportunity to learn the skills they will need to succeed in the future. As the job market evolves, there is a growing demand for higher-skilled roles, making abilities like critical thinking, teamwork, communication, and learning how to work with AI more important than ever for success in the workplace.

By embracing AI technology, our district can help students build important skills that will be needed in the years ahead. With responsible and fair access to AI, students can enjoy more personalized learning, quicker skill development, and enhanced creativity and problem-solving abilities. Teaching our students how to use and understand AI will make sure they are prepared for the future, ready to succeed in the world beyond school.

Dupo School District's Aspirations for AI

- Students: Students will use AI tools to enhance their learning and better prepare for future careers. They will develop an understanding of what AI is, as well as its opportunities and limitations. By learning how to use AI responsibly, students will be able to apply these tools to expand their knowledge, boost creativity, and improve problem-solving skills in their studies.

- Staff: Staff can leverage AI tools to enhance their work efficiency and create enriched learning environments for our students. They understand what AI is and is not, its opportunities and limitations, and ways to facilitate the engagement of these tools within the classroom.

Dupo School District AI Guiding Principles

The following principles were informed by various sources, including TeachAI's Toolkit for School Districts, input from local experts, and current guidance from the United States Office of Educational Technology.

When we use Generative Artificial Intelligence tools in Dupo School District, we do so to achieve two key objectives:

- **For students**, we use AI to enrich learning and prepare students for the future.
- **For staff**, we use AI to enhance professional practice, increase efficiency and productivity, and enhance student learning.

All interactions with AI tools should be grounded in these objectives and informed by the principles below:

- **Prioritizing Learning & Training:** Promoting AI literacy among students and staff is foundational to supporting safe and responsible use. Creating a detailed, comprehensive, and achievable plan for ongoing AI Literacy training for staff and students is crucial to developing effective policies that guide responsible AI implementation.

- **Prioritizing Human Originality:** We believe AI will not replace independent thought. Instead, AI can be a powerful tool to enhance our work and support creativity. We know that 'keeping humans in the loop' is essential to ensure AI tools produce accurate and reliable content, and we must rely on teachers to use their professional expertise when incorporating AI into their practice.

- **Committing to Evaluation, Accountability, & Transparency:** To uphold evaluation, accountability, and transparency with AI, Dupo School District will implement clear processes to monitor and analyze AI outputs for accuracy, track AI usage data, and require proper disclosure when AI tools are leveraged for assignments or content creation.

- **Promoting Accessibility & Equity:** We will provide an equitable opportunity for engagement with AI for all of our students. In addition, we will explore the opportunities that AI provides while also critically evaluating the risks of bias, misinformation, and inequitable access.

- **Focusing on Safety, Security, & Privacy:** AI use must align with existing regulations to protect student data privacy, including federal laws such as the Family Educational Rights and Privacy Act (FERPA), the Student Online Privacy and Protection Act (SOPPA), and the Children's Online Privacy Protection Act (COPPA). We will not share personally identifiable information with consumer-based AI systems and will ensure parental consent for student use.

- **Ensuring Academic Integrity:** AI should augment the learning process, not undermine it. Dupo School District's AI Guidebook outlines requirements for proper citation and attribution when leveraging AI-generated content. We expect students to uphold academic integrity by producing authentic work that genuinely demonstrates their knowledge and abilities, with AI acting only as an enhancement aid.

AI in Grades Kindergarten - 8th Grade:

Students under 13 are prohibited from accessing AI tools on school devices or networks, except for district-approved educational tools that incorporate artificial intelligence technology (i.e., Magic School AI, Canva AI). Although teachers may choose to utilize AI tools in the classroom for instruction or demonstration purposes, students under 13 shall have no direct, unsupervised access to the technology on Dupo School District networks or devices.

What Students in Kindergarten - 8th Grade CAN Do:

- Learn about AI through discussion and teacher demonstration
- Access AI-powered educational tools such as Magic School AI or Canva AI based on class assignments

What Students in Kindergarten - 8th Grade CANNOT Do:

- Independently access or use AI chat tools such as Gemini, ChatGPT or non-vetted AI-powered educational tools

Students in Grades 9th to 12th:

Students above 13 years of age who have reached 9th grade or above may access AI tools for approved educational purposes under the following conditions:

- **Parental Consent:** Parents/Guardians must provide written consent allowing their child to access AI tools for educational use. This consent is included in the District AUP Parent Permission Form. The form is signed by parents at the start of the school year, or when the child enters Dupo CUSD 196.
- **Teacher Permission:** The student must receive prior approval from their teacher outlining the permitted educational task(s) for each use of AI.
- **Responsible and Ethical Use:** Students must use AI responsibly at all times, adhering to all district technology usage policies.

AI in Grades 9th to 12th:
- Access AI tools with parent/guardian consent AND teacher permission, including Magic School AI and Brisk student.

What Students 13 and Above CANNOT Do:

- Access AI tools without parent/guardian consent and teacher approval for each use
- Use AI in a way that violates data privacy, academic integrity, or district policies
- Access AI for personal or non-educational purposes on school devices or networks

AI Use Guidelines for All Stakeholders

Five General Core Use Guidelines For All Stakeholders: Students and Staff

- **Keep Data Private:** Students and staff should use enterprise-level AI tools. Enterprise-level tools have commercial data protection and live within the Dupo School District Network. If staff elect to use consumer-based AI platforms like free versions of ChatGPT, staff should never input personal, sensitive or confidential data into any system. The exclusive use of Gemini under dupo196.org is highly encouraged.

- **Ensure Parental Consent:** Maintain awareness of age restrictions on AI tools, as some restrict usage to those 18 years of age and older, while others permit access from age 14 with parental consent.

- **Use Secure Devices and Vetted Programs**: Use secure devices when accessing AI tools. Make sure the device you are using is protected with the latest security updates, firewalls, and antivirus software. Furthermore, staff and students should use only approved AI tools and programs (See the list of approved programs in the Appendix).

- **Review all generated content for factual accuracy and bias:** AI can "hallucinate," providing seemingly correct answers that are factually incorrect. These systems also tend to provide biased responses. Users must be aware that they need to critically review all information provided by the AI tools to ensure that AI content does not perpetuate bias or discriminate against Dupo School District stakeholders.

- **Properly Cite AI-Generated Content:** AI can and should be used to support student work. Students should attribute support when using AI tools and can not pass off AI-generated content as one's own. As a district, however, we do not promote the use of AI detection software, as they are not sufficiently accurate.

"A Note on AI Detectors: A recent study by Perkins et al. (2024) found that six major AI detectors had an average accuracy rate of 39.5%. This accuracy dropped by an additional 17.4% when the detectors were tested with prompts specifically designed to evade detection. Additionally, these detectors exhibit bias against non-native English speakers; one study by Zou et al. (2023) found that a particular detector falsely flagged 97.8% of TOEFL essays as AI-generated."

AI Use Guidelines for Students

While all Dupo School District stakeholders should follow the Use Guidelines outlined above, this section provides specific Use Guidelines for students and consequences for misusing this technology. Students should always work with their teacher to clarify guidelines and expectations for acceptable use.

Personal vs. School Use

Students above 13 should confine their use of AI strictly to approved educational purposes when using school-issued devices and networks. Improper use of AI on school grounds may result in loss of access to the technology. Dupo School District reserves the right to monitor student use of AI on its devices and networks. Violations of district use guidelines, as outlined below, may result in disciplinary action.

Transparency

Students must always ensure they have permission to use AI in their coursework and must disclose its use with proper attribution. Some examples of AI use that must be disclosed are:

- Paraphrasing or quoting AI-generated text
- Incorporating AI-generated images or other media
- Indirect support such as brainstorming, research, and proofreading/editing

How to Attribute AI Usage

Depending on the assignment - teachers can set expectations on the type and level of citation or disclosure required. In some cases, a full citation may be needed (e.g., for a formal research paper or essay). In others, a simple disclosure is sufficient (e.g., for brainstorming, email drafting, etc.). Specify the extent and nature of the AI's assistance, as well as the name of the tool and the date it was used in accordance with the teacher's preferred style guide (MLA, APA, etc.).

This will generally involve the use of:

- In-text citations
- Footnotes or endnotes
- Works-cited list or bibliography

To further ensure transparency and accountability, students should be prepared to produce AI chat histories upon request.

Sample Citations:

- MLA Format: Prompt, name of tool, version of tool, company, date of generation, general URL of tool
- APA Format: Company, year of version, name of model including date, media descriptor in brackets, general URL of tool

Sample Disclosure of AI Use:

AI was used in the following ways to support the research and development of my project: Brainstormed ideas and narrowed down topic using AI tool

- Conducted initial research using AI tool
- Edited and proofread final draft using AI tool

The sample disclosure above might be used at the beginning or end of an AI-enhanced document.

Citing Images in Presentations: Cite text and images in presentations with a note naming the tool and prompt used, as well as the year.

Verification

Always check the accuracy of information obtained from AI search tools. Ensure the information is current and relevant to your topic by using traditional search engines and/or databases to find similar information from recognized authorities.

Originality

Students may use AI to enhance, not replace, their creativity, beginning with their own ideas before turning to AI for support.

Students should maintain awareness of plagiarism and academic integrity when using AI-generated content. It is acceptable to use writing tools such as Grammarly to check for accidental plagiarism but not to rely on these tools to 'fix' plagiarized content. Students should always differentiate between their creative contributions and the AI-generated content, and credit the AI tool where necessary to uphold academic integrity standards.

Safety & Responsible Use

Students must use AI tools safely and responsibly, protecting their own and others' privacy and well-being. Under no circumstances should students input personally identifiable information (PII) about themselves, classmates, teachers, or any other individuals into an AI system. This includes (but is not limited to):

- Full names
- Addresses
- Phone numbers
- ID numbers

Additionally, students should never prompt an AI assistant to generate inappropriate content or other disturbing subject matter. AI should only be used for lawful, ethical purposes that align with the Dupo School District Student Handbook.

Code of Conduct
If students ever encounter concerning outputs from an AI system, they should immediately stop interacting with it and report the issue to a teacher or administrator.

Consequences for Improper Use
Below is guidance on proposed consequences for the misuse of AI Tools. The district embraces the opportunity to learn about this emerging technology and will prioritize a learning approach to address issues instead of a punitive one. If a student is ever unsure about what appropriate use looks like, communication with trusted adults on campus is crucial.

Action and Proposed Consequence:
Administrators will defer to the Student Handbooks regarding issues related to inappropriate use of district technology devices.

AI Use Guidelines for Staff
In addition to the Use Guidelines outlined in the previous section, Dupo School District staff members are responsible for adhering to the additional guidelines below. Staff should work with their Building Leadership to clarify guidelines and expectations for acceptable use.

Supervise Student Access & Use:
- Ensure students have obtained proper parental consent before providing students access to district-approved AI tools
- Monitor use frequently and address flags for inappropriate use
- Share questions or concerns related to Acceptable Use Policy with Building Leadership

Prioritize Safety and Data Security:
- Review and comply with the district's Acceptable Use Guidelines for all AI tools used in the classroom
- Do not use unvetted AI tools without getting prior approval using the "Illinois Student Privacy Alliance" form on the Technology Services page of the district website
- Explicitly teach students to protect their own data privacy when using AI

Practice and Model Responsible and Transparent Use:
- Use AI to enhance, not replace, your professional expertise and creativity
- Critically evaluate AI-generated content for bias and inaccuracies/hallucinations
- Revise outputs to reflect your voice and professional expertise and judgment
- Disclose the use of AI in formal work products and public-facing documents in alignment with Dupo School District's statement of use guidance

Adapt and Enhance Pedagogy:
- Ensure AI-generated content does not replace district-vetted, high-quality instructional materials
- Use AI to personalize instruction to meet student needs
- Adapt assignments to accommodate AI-assisted learning where developmentally appropriate

Grading:
- While AI can assist in grading or providing student feedback, teachers must remain involved in the process to ensure fairness and accuracy, especially in subjective areas.

A Note on Approved AI Tools for Classroom and Instructional Use:
Currently, only the following AI tools have been vetted and approved for teacher use with students in classroom settings:

- Gemini, GEMS, and Notebook LM
- Magic School AI
- School AI
- Brisk Teaching
- Canva AI

Teachers are prohibited from using any other AI tools directly with students unless the tool has gone through the district's vetting and approval process.
- If a teacher wishes to use an AI tool with students beyond the currently approved list (Magic School, etc.), they may submit a request. A request can be made via the District's Technology Services page of the district website. C/I and the Tech Department will thoroughly vet the proposed tool for safety, privacy, accuracy, accessibility, and alignment with curriculum standards before granting approval. While teachers may get approval for incidental AI tools, only District-Approved AI Tools listed in this policy will be supported by the C/I and the Tech Department.

Staff Use of AI for Personal Productivity
- For their **productivity and planning purposes**, staff may choose to utilize any AI tools they wish. However, staff are required to maintain rigorous privacy and security practices when using AI tools that may involve any student or staff data. Violations of data privacy policies may result in disciplinary action consistent with district procedures.

Appendix

Vetted AI Tool List:
- Gemini, GEMS, and Notebook LM
- Magic School AI
- School AI
- Brisk Teaching
- Canva AI