



Artificial Intelligence (AI) Guidelines (Staff)

Definition

Artificial Intelligence (AI) is defined by federal law (15 USC 9401(3)) as:

A machine-based system that, for a given set of human-defined objectives, can make predictions, recommendations, or decisions influencing real or virtual environments. AI systems use both machine- and human-based inputs to perceive environments, analyze data, and generate models that inform decision-making and actions.

AI can assist educators by generating content for further review and consideration, including:

- **Lesson Planning and Curriculum Support:** Creating lesson plans, quizzes, worksheets, and other educational materials.
- **Personalized Learning:** Adapting materials based on student needs, strengths, and learning styles.
- **Behavioral, Social, and Other Support:** Developing social stories, behavior intervention strategies, and Individualized Education Plans (IEPs).
- **Communication Assistance:** Drafting or improving email communications, reports, and instructional content.
- **Administrative Support:** Providing ideas for classroom management, assessment strategies, and feedback mechanisms.

AI as a Starting Point, Not a Final Product

Educators who choose to use AI should treat AI-generated content as a draft that requires careful review, verification, and revision before putting these materials into use. AI supports—but does not replace—professional expertise and judgment provided by the educator.

Before using AI-generated materials, staff must:

- **Verify accuracy** – Ensure information is correct and reliable. (Hallucinations)
- **Check for bias** – Review content for fairness, inclusivity, and cultural sensitivity.

- **Assess appropriateness** – Ensure materials align with educational standards and student needs.

Data Privacy Requirements

To protect student and staff privacy, the following restrictions apply when using AI tools:

- **Ridgeview CUSD 19 recommends you only use district approved AI tools:** all Google Suite AI tools which may include Google Gemini, Notebook LM, and Canva AI tools.
 - **Do Not Share Student Personally Identifiable Information (PII)** – Staff may not input:
 - Staff or Student names
 - ID numbers
 - Addresses
 - Photos
 - Surveys
 - Any other personally identifiable information
 - **Do Not Share Others' Personally Identifiable Information (PII)** – While educators may decide whether to share their own personal information, they are prohibited from submitting others' PII into AI systems.
 - **Disable AI Learning Features** – If an AI platform allows, staff should opt out of data collection and prevent AI from "learning" from submitted content.

Appropriate Use

- Do not alter Ridgeview CUSD 19 logo and include on official district communications
- Staff are not to upload copyrighted material into an AI tool as this can be considered copyright infringement.
- AI tools should not be used to grade student writing or extended response answers.

Student Handbook Language

Section 8.50 - Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Grade Level Recommendations for Use

- How can students in PK-2 use AI?
 - Direct use of generative AI tools is generally not recommended for this age group. The focus should be on foundational digital literacy and critical thinking about information sources. District-vetted AI-powered educational apps may be used under direct teacher supervision.
- How can students in Grades 3-5 use AI?
 - They can be introduced to AI concepts. Their use of AI tools should be limited and supervised for brainstorming, generating ideas, or simple research, with heavy teacher guidance and verification. The emphasis is on understanding that AI is a tool, not a replacement for their own thinking.
- How can students in Grades 6-8 use AI?
 - Students can use AI in a more structured way for brainstorming, outlining, summarizing texts, or generating creative writing prompts. There will be a strong emphasis on verifying AI-generated information and proper citation if used.
- How can students in Grades 9-12 use AI?
 - They can use AI for advanced research support, brainstorming complex problem-solving, coding assistance, and critically analyzing AI outputs. Explicit instruction on academic integrity, detecting bias, and ethical considerations is crucial at this level.

An Evolving Field

Ridgeview CUSD 19 has just begun reviewing the impact on the use of AI in our cooperative and is beginning to explore the use of these tools for staff. This is a rapidly developing field and our guidelines for staff use of AI tools will continue to evolve. Ridgeview CUSD 19 will be focusing on the staff use of AI before evaluating student use of AI.