WAUNAKEE
COMMUNITY SCHOOL DISTRICT

2025-2026 AI Guidelines for Staff-September 2025

<u>Philosophical Statement</u>

The Waunakee Community School District recognizes that Artificial Intelligence (AI) has the potential to benefit student learning and also teacher learning and productivity. AI is an emerging technology that offers benefits, challenges, and risks. Appropriate use of AI that is effective, transparent, and ethical is encouraged and we should neither shun AI altogether nor use AI indiscriminately.

<u>Ethical and Responsible Use</u>

- Use of AI should be consistent with district guidance and the terms of use for the AI tool. If you are exploring a new tool or resource that uses AI, please consult with your school's Ed Tech Specialist or LMTC Director to be sure we are conforming to district guidelines and the terms of use for the AI tool.
- Students and teachers are responsible for verifying the accuracy of generated content.
- Personal or confidential information relating to students, staff, or the district should not be entered into AI tools **including any student work** with the exception of Brisk (5-12) and Turnitin (9-12), or another formally adopted district resource with recognized student privacy protections.
- Staff should acknowledge, attribute, or cite AI when it is used to create substantially new material for projects or shared products for a broad audience.
- Citing the use of a tool like ChatGPT or Gemini for routine emails or general writing tasks is not expected. Citation is generally required in academic, professional, or formal research contexts, where it is essential to give credit to original authors and sources. Using ChatGPT for generating ideas or help with writing is akin to using a spell-checker, grammar tool, or even just bouncing ideas off a friend. It is more about utilizing a tool for assistance rather than incorporating someone else's original intellectual work.
- AI may be used to draft feedback to students, but AI draft feedback must be reviewed and, as needed, edited before sharing with students. Staff should transparently acknowledge the use of AI in drafting feedback and are ultimately responsible for the feedback.
- For 2025-2026, student handbook language at the middle and high schools contains the following provision. "*Use of generative AI programs such as ChatGPT by students on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on graded assignments by the student will be treated as an academic honesty violation*."
    - The acceptable use of AI in a specific course should be addressed in syllabi.
    - Where use of AI is allowed for specific assignments it is important to clearly state where it is acceptable and where it is not so that there is clarity for everyone, teachers, families, and students alike.
    - Use must conform to the terms of use for the AI tool.
    - Plagiarism detection software should not be used with the exception of Turnitin at the High School and Brisk at the Intermediate, Middle and High Schools. If you have concerns about plagiarism, please contact your principal, Ed Tech Specialist, or LMTC Director.

<u>Considerations and Opportunities</u>

- Good teaching is complex and involves significant work. AI tools offer strong potential for accelerating and optimizing our tasks to improve the day to day quality of professional responsibilities.
- Possible opportunities may include the following. Assisting with routine and tedious tasks. Helping with first drafts of documents and emails. A quick reference or how-to tool. Translation. Personalized tutoring. Differentiating activities or tasks.
- AI tools allow educators and other school staff to experience emerging technologies to understand how they can assist us in our work and also better understand how students might experience them.
- We encourage staff to continue to innovate at an individual level for personal professional productivity, but for use in learning activities with students and in particular with student feedback we recommend that we be consistent within grade or course level teams.

<u>Where to Take Questions</u>

- AI is an emerging technology and understanding of appropriate use in schools and for learning is evolving.
- If you have questions about AI or suggestions, please contact your school's ed tech specialist, library media specialist, instructional coach, or school administration.
- District administrators in technology and educational services can also be a resource.