

Artificial Intelligence Guidance for River Forest School District 90

Purpose

In conjunction with the River Forest District 90 mission, to inspire and empower all learners to achieve their personal best, this guidance document complements existing policies on technology use, data protection, academic integrity, and student support. It aims to support the responsible and effective integration of artificial intelligence (AI) into our PreK-8 education landscape in River Forest School District 90 while prioritizing student safety and learning.

Application: Staff and Student Use of AI

AI in D90 will be used:

- With agency to maintain the role of teachers and students as decision-makers. AI will support, but not replace human judgment in academic and operational contexts.
- To enhance education for students. AI use will be supported by ongoing professional learning, implemented intentionally, and used in support of educational goals to improve learning outcomes, and enhance teacher and operational efficiency.
- In compliance with all relevant laws and policies including; Family Educational Rights and Privacy Act (FERPA), Children's Online Privacy Protection Act (COPPA), Protection of Pupil Rights Amendment (PPRA), Children's Internet Protection Act (CIPA), etc.
- Only after the AI tools have been evaluated for potential biases and ethical concerns to ensure they support the diverse school community. Ongoing evaluation will be conducted to maintain relevance and efficacy.
- To promote AI literacy among students and staff by empowering them with knowledge of how AI works, when to use it, and how it can support teaching and learning, learning and teaching.
- With teacher guidance on ethical student use and ensuring consistent implementation across D90.

Staff Guidelines

D90 teachers and staff are empowered to use AI in a variety of ways. Staff are encouraged to use AI to enhance their creativity, organization, and instruction as appropriate. As educators, AI can support teachers in two major categories of work:

- **Instructional Support:** AI can support teachers with ideas for differentiating instruction, designing assessments, analyzing student performance data, and planning certain aspects of lessons.
- **Administrative Support:** Analyze and streamline tasks like refining communications, organizing newsletter content, creating slides for lessons, compiling resources, or creating handouts for students.

Ethical and Responsible Use for Staff

- Use of AI is to enhance, not replace, teacher judgment. Usage should improve learning, reduce teacher workload, and personalize instruction. Any use of AI must be used in ways that protect student privacy, preserve academic integrity, and align with our instructional goals.
- Usage of AI should be labeled and acknowledged by educators. Any and all material that is created by or in part by AI should be accurately labeled as “AI-generated” or “created in part by AI.” This is to ensure the use of AI is clearly and openly communicated between educators, parents, and students.
- Use of AI in the classroom, as a learning tool, is up to educator discretion. Educators should clearly communicate to students and families the expectations and procedures for the use of AI. These expectations and procedures may vary by teacher, class, or even by assignment, depending on the purpose.
- Any D90 users may not enter personal or identifying information about themselves or others into AI tools. AI tools may not be used to create, share, or promote biased, harmful, or inappropriate content. Students and staff must only use District-approved tools and follow all school technology and digital citizenship guidelines.
- When using AI with students, AI should be used to enhance student learning and creativity, never to replace critical thinking, integrity, or collaboration.

Student Guidelines

D90 students are educated in a world with constantly emerging technologies. Our goal is to help students understand how these technologies can be used in thoughtful and responsible ways. **Artificial Intelligence is not meant to replace student cognitive effort with convenience. (Khan, Fisher, Frey, Marshall, & Hargrave, 2025.)** AI should not be a shortcut in the learning process that allows students to bypass critical thinking, creativity, the development of knowledge, communication skills, or the understanding of content. Teachers and staff will guide students' use of AI to be purposeful.

Ethical and Responsible AI Use for Students

Students Should...

- always prioritize their learning, original thoughts, and content. AI is not a replacement for student thinking, creativity, writing, and skill practice. AI use is as a tool to enhance their original work and creativity, not as a replacement or convenience.
- obtain teacher permission for usage of AI. Teachers will provide clear guidance on the appropriate use of AI for all classroom assignments. District 90 teachers have the final say on when and how AI may be used in classes and on assignments. When using AI, use only District-approved AI sites and applications.
- be transparent about any use of AI in their schoolwork, acknowledge/cite/label any AI assistance in their work and ensure originality. (Teachers will provide grade level appropriate, specific guidance for how AI use must be identified and acknowledged in student work.) *(See Board Policy 7:190)*

- ensure their own data privacy. They should not enter any personal information into AI tools. They should seek help from a trusted adult if they encounter a situation that they are unsure about online.
- be respectful in their use of any AI. They should use AI in ways that are appropriate and respectful to others. Students should never create content or engage in behavior that could be considered harassment or bullying. (See *Board Policy 7:180*)
- understand the dangers and consequences of misusing AI. This includes creating or sharing any content that may be illegal under Illinois or the Federal Law such as the Take It Down Act, which criminalizes the publication of intimate images, real or AI-generated, regardless of the age of the person who posts them.

Resources:

Khan, S., Fisher, D., Frey, N., Marshall, J., & Hargrave, M. (2025). *Teaching Students to Use AI Ethically & Responsibly: Exploring AI With Intentionality, Curiosity, and Care*. Corwin / SAGE Publications. ISBN 9798348832223.

National Center for Missing & Exploited Children. (n.d.). *Take It Down*.

<https://takeitdown.ncmec.org/>

European Commission & Organisation for Economic Co-operation and Development. (2025). *Empowering learners for the age of AI: An AI literacy framework for primary and secondary education*. AILit Framework. <https://ailiteracyframework.org/>