

AI Guidelines Process

A process not about limiting technology, but ensuring we use it intentionally, safely, and in service of learning.



A.I. Guidelines - The "Why"

-
1. Protect student data and privacy
 2. Ensure academic integrity by clearly defining appropriate and inappropriate use
 3. Provide clarity and consistency for staff, students, and families
 4. Promote equity of access so all students benefit from safe, approved tools
 5. Support staff with responsible innovation while maintaining professional and legal boundaries
 6. Mitigate risk related to misinformation, bias, and misuse of emerging technologies



Process Overview – The "How"

A Thoughtful, Inclusive Process

- **Representative Committee**
 - Diverse group of staff, administrators, and stakeholders with defined roles
- **Needs Assessment & Research**
 - Reviewed current AI use by students and staff
 - Studied best practices from other districts and organizations
- **Established Core Principles**
 - Academic integrity, equity, transparency, privacy, and responsible use
- **Developed Clear Guidelines**
 - Defined appropriate AI use for:
 - Students
 - Teachers
 - Administrators
 - Clearly identified prohibited uses



Process Overview, cont.

Built with Input and Designed to Evolve

- **Stakeholder Engagement**
 - Gathered input from staff, students, and families
 - Used surveys, discussions, and feedback cycles to refine the policy
- **Implementation Plan**
 - Phased rollout with training and support
 - Focus on AI literacy for both staff and students
- **Communication & Transparency**
 - Clear expectations shared across the district
 - Multiple channels for ongoing awareness
- **Continuous Review**
 - Annual updates to keep pace with evolving technology
 - Ongoing feedback loop to improve practice





Stakeholder Input – The "Who"

Not created in isolation—but built collaboratively, grounded in research, and designed to adapt as AI continues to evolve.





Student Survey

Three key Takeaways



Student Lens: Exceptional Response Sample Size

Responses Overview

Active

Responses

2950



Average Time

15:13



Duration

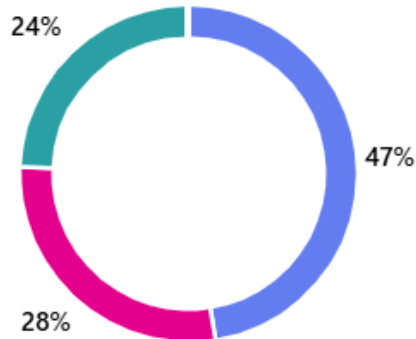
138 Days



1. What campus do you attend?

[More details](#)

● Morton West	1395
● Morton East	828
● Morton Freshman Center	710
● Morton Alternative School	5
● Morton Transition Center	1



Student Lens: Key Point 1 Students Use AI Most OUTSIDE School

Section 1: Access and Use of Artificial Intelligence

● Strongly Disagree ● Disagree ● Neutral ● Agree ● Strongly Agree

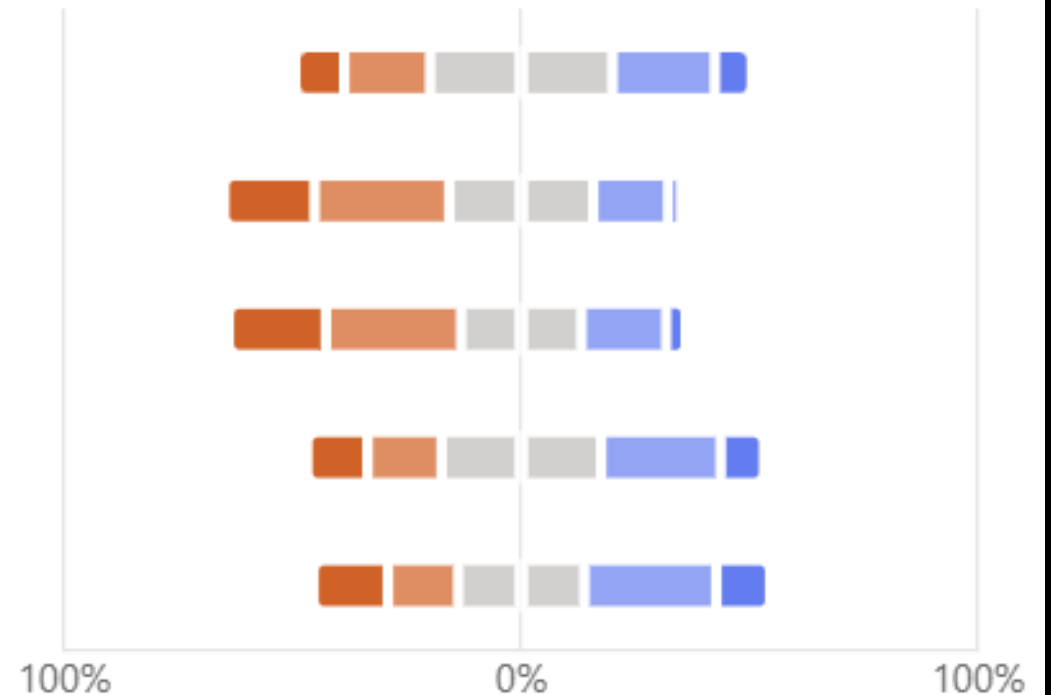
I have regular access to AI tools to do schoolwork.

I use AI in school for at least one or more classes.

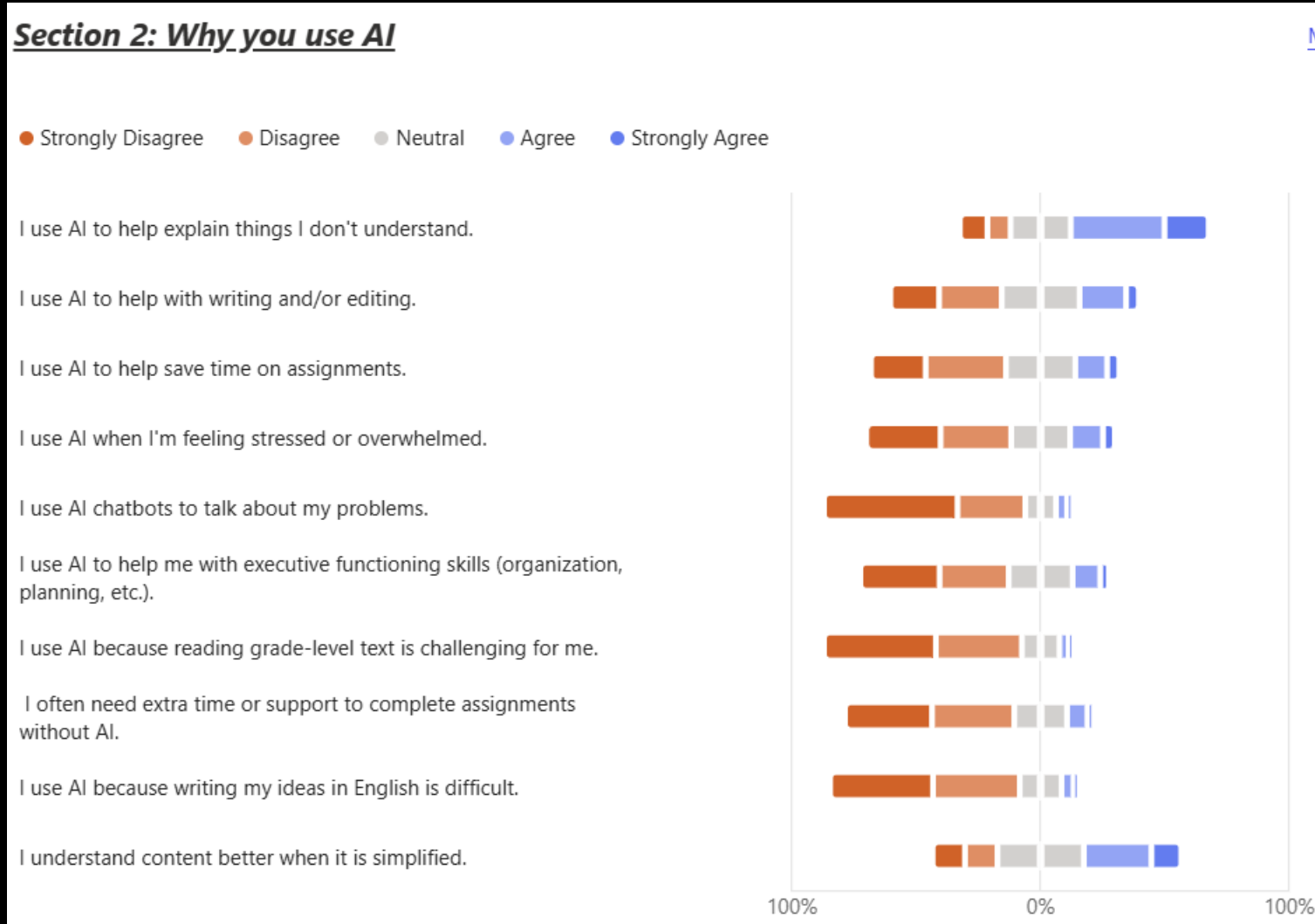
I use AI more in some subjects than others.

I feel confident in using AI on my own.

I use AI for purposes outside of school.



Student Lens: Key Point 2 Huge Potential for AI to Help Student Learning



Student Lens: Key Point 3 Students Want AI Clarity & Instruction

What Students Need: A Guide to Using AI in School

Students are seeking clear, practical guidelines for ethical and effective AI use, not bans.

1. Teach Responsible & Ethical AI Use

Students want concrete norms and practical examples, not bans.

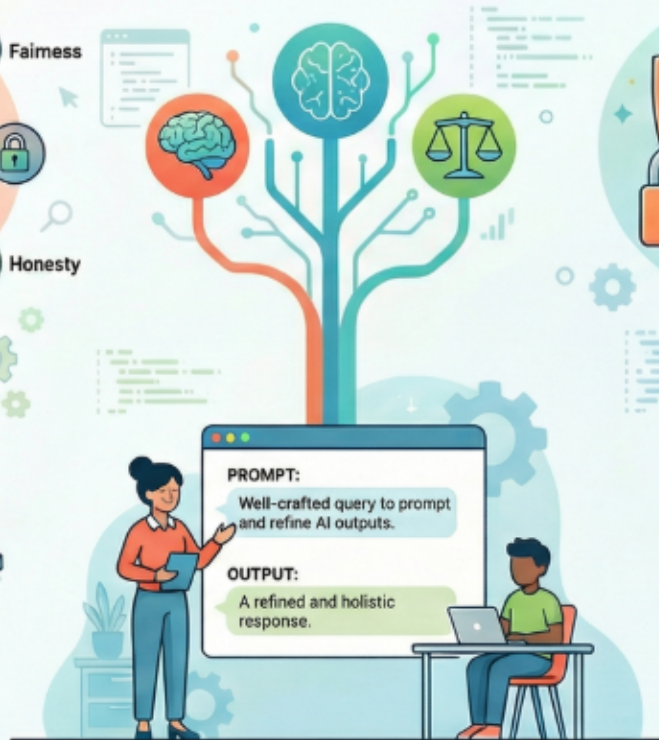


2. Clarify When and Where AI is Allowed

Inconsistent policies across classes create confusion and encourage risk-taking.

3. Provide Examples & Guided Practice

They want teachers to model how to prompt and refine AI outputs.



5. Define Academic Integrity Boundaries

Students worry about plagiarism, proper citation, and being falsely flagged by detectors.



4. Show Subject-Specific Use Cases

Practical examples for math, history, and science help them use AI well.





Staff Survey

Three Key Takeaways



KEY TAKEAWAY 1

AI USE IS ALREADY WIDESPREAD

212

STAFF USE AI



68

STAFF DO NOT
USE AI



AI tools are already part of
our schools and departments.

THE POLICY WAS NEEDED.



KEY TAKEAWAY 2

STAFF ASKED FOR GUARDRAILS, NOT UNRESTRICTED AI USE



ETHICS & INTEGRITY

- ✓ Academic integrity and plagiarism
- ✓ Bias and inaccuracies
- ✓ Overreliance and loss of critical thinking



PRIVACY & SECURITY

- ✓ Limited knowledge of vetted, FERPA/SOPPA-compliant tools
- ✓ Concerns about data use and training
- ✓ Risks from deepfakes, impersonation, and PII



INSTRUCTIONAL CLARITY

- ✓ When students may use AI
- ✓ How AI should be cited
- ✓ How to assess authentic student work



Clear guidance and support were the top needs.



KEY TAKEAWAY 3

BALANCED APPROACH

OPPORTUNITIES



ACCESSIBILITY



SCAFFOLDING



TUTORING



EFFICIENCY



RISKS



INACCURACIES



PRIVACY



DEPENDENCY



FALSE AI
DETECTION



INNOVATION + SAFEGUARDS

We embrace the potential of AI while protecting our students, staff, and data.





External Survey

Key Takeaways



External
Partners –
17 School
Districts

- **What is your school's current status with AI guidance/policy?**
- **Which best describes your school's approach for students? For staff?**
- **How are you addressing AI and academic integrity?**
- **What are your district's "non-negotiables" for AI use?**
- **What have been the biggest challenges that your district has had so far?**
- **What has worked best for your district?**



External Partner Demographic S

2. What grade span does your building cover?

[More details](#)

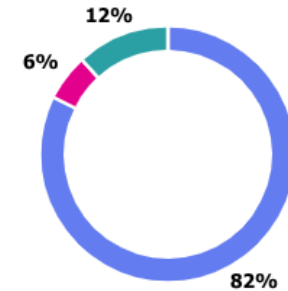
● K-8	1
● 9-12	15
● K-12	1
● Other	0



3. Which of the following best describes your school?

[More details](#)

● We are a "Google school"	14
● We are a "Microsoft school"	1
● Other	2



Key takeaways

CHALLENGES: INTEGRITY & PACE



RAPID WEEKLY EVOLUTION OF AI
makes current guidance difficult

REPOSITION AI AS A LEARNING AID
avoid student shortcut bypass of skills



REPOSITION AI AS A LEARNING AID



SHIFT TO EVIDENCE OF PROCESS
redesign assessments with oral checks over written products

Shifting Assessment Focus

SAFEGUARDS: SECURITY & ETHICS



DPA-COMPLIANT TOOLSETS
verify Data Privacy Agreements



PROTECT STUDENT PII
strict prohibition of personal info in tools



The Privacy Non-Negotiables



implement lightweight review process for updates

Agile Review Cycles

AI POLICY STATUS (SURVEYED)



Purpose: ILLUSTRATES CURRENT TEMPORARY POLICY STATUS





Parents and Community Input

Key Takeaways



Parent , Student, and Community Input

- Coffee with the Principal
 - East and FC - Kyle
- PTO
 - West Campus
- PCIS
 - West Campus
- Eat and Engage
 - West Campus

- Student Advisory Committees at:
 - East Campus – Kevin
 - West Campus - Jim



Opportunities for Input

AI Policy Parent Feedback Survey

Encuesta de opinión para padres sobre políticas de inteligencia artificial

Hi, Eric. When you submit this form, the owner will see your name and email address.

Section 1: Parent Information / Información del Padre o Tutor

1. Parent/Guardian Name (Optional)

Nombre del padre/madre o tutor (Opcional)

Enter your answer

2. Student's Grade Level

Grado del estudiante

9

10

11

12





Results and Next Steps

Version 1.4 of AI Guidelines Draft and beyond



End result – The "What"

A Clear, Balanced Framework for Responsible AI Use

- **Consistent Expectations Across the District**
 - Defined roles and responsibilities for students, staff, and administrators
- **AI as an Enhancement Tool**
 - Supports learning, teaching, and efficiency
 - **Does not replace critical thinking, human judgment, or relationships**
- **Clear Boundaries for Use**
 - Appropriate uses (learning, planning, support)
 - Restricted uses (grading, discipline, personnel decisions)
 - Prohibited uses (privacy violations, academic dishonesty)
- **Aligned with Legal & Ethical Standards**
 - Current ISBE Guidance
 - FERPA, SOPPA, and student data privacy protections
 - Emphasis on transparency, equity, and responsible use



End result, cont.

Safe Innovation with Accountability

- **Protects Students and Staff**
 - Strong safeguards for **data privacy and security**
 - Clear expectations around ethical and appropriate use
- **Ensures Academic Integrity**
 - Requires disclosure and citation of AI use
 - Reinforces authentic learning and critical thinking
- **Provides Approved Tools & Guardrails**
 - “Green List” of vetted, secure AI tools
 - Reduces risk while allowing innovation
- **Builds Future-Ready Skills**
 - Promotes AI literacy for college, career, and life readiness
- **Establishes Ongoing Oversight**
 - Annual review and updates
 - Consequences for misuse



Next Steps – The "When"

Moving from Guidance to Practice

1. Board Review & Adoption

- a. Finalize and formally adopt the AI Guidelines

2. Staff Training & Support

- a. Provide professional development on responsible AI use
- b. Build staff confidence with approved tools and expectations



Next Steps – The "When"

3. Student & Community Awareness

- a. Promote understanding of responsible and ethical use

4. Launch Approved Tools (“Green List”)

- a. Ensure access to vetted, secure AI tools
- b. Provide clear guidance on when and how to use them

5. Review/Revise Implementation

- a. Refine based on real-world use and feedback
- b. After ISBE Guidance released on July 1st, 2026

6. Ongoing Monitoring & Review

- a. Annual policy review and updates
- b. Continuous feedback loop from staff and students



Looking Ahead as AI Continues to Evolve

- **Pace of Change**

- AI technology is evolving rapidly—guidelines will require **regular updates and flexibility**

- **Resource Allocation**

- Ongoing investment in:
 - Professional development
 - Approved tools and infrastructure
 - Staff capacity and support

- **Equity & Access**

- Ensuring all students have **equal access** to AI tools and learning opportunities
- Monitoring for unintended gaps or disparities



Looking Ahead, cont.

-
- **Data Privacy & Risk Management**
 - Continued vigilance around **student data protection and vendor compliance**
 - Clear processes for vetting emerging tools
 - **Instructional Impact**
 - Balancing AI use with:
 - Critical thinking
 - Authentic learning
 - Human-centered instruction
 - **Community Trust & Transparency**
 - Addressing concerns about AI use, safety, and student impact
 - **Future Workforce Readiness**
 - Aligning AI use with college, career, and life readiness



Thank you!

These guidelines represent an ongoing commitment to balancing innovation with responsibility

