



Purpose

This document guides our students, staff, and school communities on the appropriate and responsible use of artificial intelligence (AI), particularly generative AI tools, in classroom instruction, school management, and systemwide operations. Generative AI has potential benefits for education and risks that must be thoughtfully managed.

Artificial intelligence refers to computer systems that are taught to automate tasks normally requiring human intelligence. "Generative AI" refers to tools, such as Bard, Bing Chat, ChatGPT, Mid-Journey, and Dall-E, that can produce new content, such as text, images, or music, based on patterns they have learned from their training data. This is made possible through "machine learning," a subset of AI where computers learn without being explicitly programmed for a specific task. Think of it as teaching a computer to be creative based on examples it has seen. While generative AI tools show great promise and often make useful suggestions, their output can be inaccurate, misleading, or incomplete.

Our district's Acceptable Use Policy (AUP) addresses the importance of using technology correctly and responsibly. The AUP states that any inappropriate use of technology may result in a loss of computer privileges or other disciplinary action. These policies will now extend to the use of Artificial Intelligence and will address academic integrity.

Scope

This guidance complements existing policies on technology use, data protection, academic integrity, and student support. It applies to all students, staff, and third parties who develop, implement, or interact with AI technologies used in our education system. The guidance covers all AI systems used for education, administration, and operations, including, but not limited to, generative AI models, intelligent tutoring systems, conversational agents, automation software, and analytics tools.

Guiding Principles for AI Use

The following principles guide the appropriate and safe use of AI and address current and future educational goals, teacher and student agency, academic integrity, and security. We commit to adopting internal procedures to operationalize each principle.

1. **We use AI to help our students achieve their educational goals.** AI is a tool that can help us reach our community's goals, including improving student learning, staff efficiency and school operations. We aim to make AI resources universally accessible, focusing especially on bridging the digital divide among students and staff.
2. **We educate our staff and students about AI.** Promoting AI literacy among students and staff is central to addressing the risks of AI use and teaches critical skills for students' futures. Students and staff will be given support to develop their AI literacy, which includes how to use AI, when to use it, and how it works, including foundational concepts of computer science and other disciplines. We will support teachers in adapting instruction in a context where some or all students have access to generative AI tools.

3. **We explore the opportunities of AI and address the risks.** In continuing to guide our community, we will work to realize the benefits of AI in education, address risks associated with using AI, and evaluate if and when to use AI tools, paying special attention to misinformation and bias. Staff and students are expected to review outputs generated by AI before use.
4. **We use AI to advance academic integrity.** Honesty, trust, fairness, respect, and responsibility continue to be expectations for both students and staff. Students should be truthful in giving credit to sources and tools and honest in presenting work that is genuinely their own for evaluation and feedback.
5. **We maintain student and staff agency when using AI tools.** AI tools can provide recommendations or enhance decision-making, but staff and students will serve as “critical consumers” of AI and lead any organizational and academic decisions and changes. Educators will be responsible for pedagogical or decision-making processes when using AI systems.
6. **We reaffirm adherence to existing policies and regulations.** AI is one of many technologies used in our schools, and its use will align with existing regulations to protect student privacy, ensure accessibility for all, and protect against harmful content. Personally identifiable information will not be shared with consumer-based AI systems. We will thoroughly evaluate existing and future technologies and address any gaps in compliance that might arise.
7. **We commit to auditing, monitoring, and evaluating our district’s use of AI.** Understanding that AI and technologies are evolving rapidly, we commit to regular reviews and updates of our policies, procedures, and practices. We are committed to evaluating AI tools for biases and ethical concerns, ensuring they effectively serve our diverse educational community.

Responsible Use of AI Tools

Our district recognizes that responsible uses of AI will vary depending on the context, such as a classroom activity or assignment. Teachers will clarify if, when, and how AI tools are used, while the district will ensure compliance with applicable laws and regulations regarding data security and privacy. Appropriate AI use should be guided by the specific parameters and objectives defined for an activity. Staff and students should critically review outputs from AI tools before submission or dissemination and never rely solely on AI-generated content. If AI is used in a context deemed inappropriate by the teacher or school, existing procedures included in the Student-Parent Handbook will continue to be applied.

Responsible uses that serve educational goals may include but are not limited to the following:

- **Aiding Creativity:** Harness generative AI to spark creativity across diverse subjects, including writing, visual arts, and music composition.
- **Collaboration:** Generative AI tools can be used for group projects by contributing concepts, supplying research support, organizing thoughts and content, and identifying relationships between varied information.
- **Communication:** AI tools can help draft and refine communications within the school community. In addition, AI can offer real-time translation, personalized language exercises, and interactive dialogue simulations.
- **Content Creation and Enhancement:** AI can assist with differentiating curricula and customizing independent practice based on student needs. AI can help generate study materials, lesson plans, summaries, assessments, and visual aids.

- **Tutoring:** AI technologies have the potential to expand access to tutoring and support, making individualized learning more accessible to a broader range of students. AI-powered virtual teaching assistants may provide flexible support, answer in the moment questions, help with homework, and supplement classroom instruction.

Prohibited Use of AI Tools

As we work to realize the benefits of AI in education, we also recognize that risks must be addressed. Below are the prohibited uses of AI tools and the measures we will take to mitigate the associated risks.

- **Overreliance:** Dependence on AI tools can decrease human discretion and oversight. Important nuances and context can be overlooked and accepted. Teachers will clarify if, when, and how AI tools should be used in their classrooms. Staff and students are expected to review outputs generated by AI before use.
- **Plagiarism and cheating:** Teachers will be clear about when and how AI tools may be used to complete assignments. Students should not copy from any source, including generative AI, without prior approval and adequate documentation. Students should not submit AI-generated work as their original work. Staff and students will be taught how to properly cite or acknowledge the use of AI where applicable. Existing procedures related to potential violations included in the Student-Parent Handbook will continue to be applied.
- **Bullying/harassment:** Using AI tools to manipulate media to impersonate others for bullying, harassment, or any form of intimidation is strictly prohibited. All users are expected to employ these tools solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.
- **Personal Information:** Staff and students should never input personal, sensitive, or confidential data about themselves or others into any AI system.
- **Societal Bias:** AI tools trained on human data will inherently reflect societal biases in the data. Risks include reinforcing stereotypes, recommending inappropriate educational interventions, or making discriminatory evaluations. Staff and students should understand the origin and implications of societal bias in AI. AI tools will be evaluated for the diversity of their training data and transparency, and humans will review all AI-generated outputs before use.
- **Diminishing student and teacher agency and accountability:** While generative AI presents useful assistance to amplify teachers' capabilities and reduce teacher workload, these technologies will not be used to supplant the role of human educators in instructing and nurturing students. The core practices of teaching, mentoring, assessing, and inspiring learners will remain the teacher's responsibility in the classroom. AI is a tool to augment human judgment, not replace it. Teachers and students must review and critically reflect on all AI-generated content before use.
- **Privacy concerns:** The education system will not use AI in ways that compromise staff or student privacy or lead to unauthorized data collection, as this violates privacy laws and our system's ethical principles. AI tools will not be used to monitor classrooms for accountability purposes, such as analyzing teacher-student interactions or tracking teacher movements, which can infringe on students' and teachers' privacy rights and create a surveillance culture.
- **Noncompliance with Existing Policies:** The district will evaluate AI tools for compliance with all relevant policies and regulations, such as privacy laws and ethical principles. AI tools will be required to detail if/how personal information is used for the district to ensure that personal data remains confidential and isn't misused.

Special Consideration: Advancing Academic Integrity

While it is necessary to address plagiarism and other risks to academic integrity, we will use AI to advance the fundamental values of academic integrity - honesty, trust, fairness, respect, and responsibility.

- Teachers might allow the limited use of generative AI on specific assignments or parts of assignments and articulate why they do not allow its use in other assignments.
- AI tools can be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. Existing procedures related to potential violations of falsification of schoolwork, identification, and forgery included in the Student-Parent Handbook will continue to be applied.
- Staff will not rely solely on technologies to identify the use of generative AI when investigating suspected cases of academic integrity violations. Paramount importance will be placed on the professional judgment of educators and fostering a culture of trust, open communication, and personal responsibility in addressing matters of academic honesty.
- If a student uses an AI system, its use must be disclosed and explained. As part of the disclosure, students should cite their use of an AI system per class guidelines.

Special Consideration: Security, Privacy, and Safety

The district will implement reasonable security measures to secure AI technologies against unauthorized access and misuse. All AI systems deployed within the school will be evaluated for compliance with relevant laws and regulations, including those related to data protection, privacy, and students' online safety. For example, providers will make it clear when a user is interacting with an AI versus a human.

Staff and students are prohibited from entering confidential or personally identifiable information into AI tools, especially those without approved data privacy agreements. Sharing confidential or personal data with an AI system could violate privacy if not properly disclosed and consented to.

Review

This guidance will be reviewed annually, or sooner, to ensure it continues to meet the districts needs and complies with changes in laws, regulations, and technology.

This document is adapted from a template provided by the TeachAI toolkit and customized for use by Chippewa Valley Schools. It is intended for internal reference and guidance on AI usage within the district.

It is also provided as an example for informational purposes. Other districts are welcome to reference or adapt this document, but they should ensure compliance with their own policies and legal requirements. Please do not redistribute this document in its entirety without proper attribution.