

District 211 Guidelines for Staff Use of Artificial Intelligence (AI)

Purpose: The integration of Artificial Intelligence (AI) in education opens avenues for enhanced learning experiences. This document guides staff in harnessing AI for developing, analyzing, and expanding; communication, instructional tools, individual student differentiation, and professional practice. It specifically focuses on use of AI in educational settings or for educational purposes.

Definition of Artificial Intelligence (AI): AI mimics human learning by enabling computers to learn from experience, analyze data, identify patterns, and make data-driven predictions and present back information in a human-like response format. AI is only as correct as the data from which it is given to learn.

Guidelines

1. **Student privacy is mandatory.** Staff are prohibited from using a students' name, ID number, email address, or any other personally identifiable information (PII) when using AI products or platforms. Each educator must make a personal decision about using their own personally identifiable information, but are prohibited from sharing others' PII. If available, staff should consider removing the option for AI to "learn" from the data you submit.
2. **Knowing your purpose and intent for using AI is important.** AI can be used to generate extensions or variations of existing lessons, generating additional questions, create alternative prompts, or modify specific testing style format question types (SAT, ISA, ACT, etc.) to deepen the learning experience. It can be used for creating focused and concise email communication, topic introduction, deepening understanding, and breaking down or simplifying complex topics, finding resources, deepening lessons, differentiating activities, crafting thought-provoking questions, providing feedback, creating exemplars, generating images, and more.
3. **Information literacy skills should be a focus when using AI.** AI is most effective when it is used intentionally and purposefully. Staff should place an emphasis on modeling and teaching with essential information literacy skills, such as source validation, citation verification, and discerning between real and potentially fake information.
4. **Copyright, ethical boundaries, and academic integrity should be discussed with students.** AI can reference, create, fabricate, and rewrite text, as well as generate new images and music based on existing works. Staff should discuss and model ethical boundaries, academic integrity, and are encouraged to consider the concept of intellectual property rights when using AI.
5. **The use of AI with students must be approved through SOPPA and D211 Board of Education Policy IIAA.** While many AI programs may be considered general use, their privacy policies and terms of agreement may not allow use for minors. Additionally, any technology used as part of a curriculum must be approved by the District 211 Curriculum Committee and District 211 Board of Education.

AI is just the starting point and not the final product. AI is a tool to help build, it does not know an educator's needs, students' needs, nor have the professional expertise that educators do. Staff should always verify all AI-created content for accuracy, bias and appropriateness to ensure it meets educational needs and goals. **Best practices with regards to AI will change.** AI tools and use is growing rapidly and best practice for use in education will continually evolve, adapt, and change as needed.

References

Department of Education. (2023) Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations (May 2023)
Community Consolidated School District 15. (2023, October 11). 2023-24 District 15 Preliminary AI Guidelines v.1.0.
[https://go.boarddocs.com/il/ccsd15/Board.nsf/files/CWAR9Q6A3F4D/\\$file/FINAL%20Board%20Memo%20AI%20Guidelines%202023-10-11%20-%20Google%20Docs.pdf](https://go.boarddocs.com/il/ccsd15/Board.nsf/files/CWAR9Q6A3F4D/$file/FINAL%20Board%20Memo%20AI%20Guidelines%202023-10-11%20-%20Google%20Docs.pdf)
OpenAI. (2023). *ChatGPT* (September 25 Version) [Large language model]. OpenAI. <https://chat.openai.com>
AI @ harvard: research, teaching, and engagement.< <https://www.ai.harvard.edu/>>

District 211 Guidelines for Student Use of Artificial Intelligence (AI)

1. **Privacy and Security**: Protect your own and others' personal information when using AI. Do not share or use any personally identifiable information (PII), including names, ID numbers, email or home addresses. Many AI platforms use information you provide to learn and may provide that information to others.
2. **Purpose and Intent**: Use AI with a clear educational goal in mind. AI can be utilized to enhance understanding of subjects, explore creative approaches to assignments, generate diverse perspectives on topics, and assist in personalized learning and research. Having a defined purpose and intent will increase efficiency and effectiveness when using AI.
3. **Information and Media Literacy**: When engaging with AI, apply critical thinking and information literacy skills. This includes evaluating the credibility of AI-generated information, understanding the importance of source validation, and recognizing the distinction between authentic and fabricated content. The potential for bias in AI generated text or products should also be considered.
4. **Ethical Boundaries**: Be aware of the ethical implications and copyright issues related to using AI. This includes understanding the boundaries of using AI-generated content, respecting intellectual property rights, and maintaining academic integrity in your work.
5. **Appropriate Use**: AI is an educational technology and must be used in compliance with District 211 policies and expectations included in the student handbook. It is prohibited to use AI or AI-generated products to threaten, bully, harass, or to demonstrate discrimination towards others. Students are also prohibited from downloading material verbatim from an online source and representing it as their own work.
6. **Learning with AI**: AI is a supplementary tool that enhances learning. It should not replace personal effort, critical thinking, or direct interaction with educators. Always critically assess AI-generated content for accuracy and relevance to the educational objectives.

AI is rapidly evolving. This will be a part of our lives from this point forward and we aim to ensure you are prepared for your future with these tools.

These guidelines aim to foster a responsible, informed, and productive approach to AI use among students, ensuring that they benefit from AI technologies while maintaining academic integrity and respecting privacy and ethical standards.