



Digital Tools & Artificial Intelligence (AI) Guidance

DEPARTMENT OF INFORMATION TECHNOLOGY
MT. DIABLO UNIFIED SCHOOL DISTRICT

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Adapted from Santa Barbara Unified School District



Mt. Diablo Unified School District

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Introduction:

Mt. Diablo Unified School District (MDUSD) is committed to using digital tools, many of which leverage GenerativeAI (GenAI), to enhance the educational experience for both teachers and students. However, we prioritize responsible and ethical use of digital tools, ensuring that it aligns with our educational mission and values.

These guidelines will be reviewed periodically to ensure their relevance and effectiveness.

District-Focused Guidelines

1. Emphasize Humans-in-the-Loop:

- AI is a tool that can enhance teaching and learning, but cannot replace teachers.
- Teachers must remain actively engaged in the teaching and learning process. Used effectively, digital tools can promote student engagement, ownership, and accountability, and foster growth.
- Digital tools & GenAI should assist in tasks like data analysis and differentiation, but not replace instructional judgment; teachers because of their connections with students know what instruction is best.



Graphic from Office of Educational Technology, U.S. Department of Education

2. Align Digital Tools & AI Models to Educational Goals:

- Digital tools and systems must align with the goals of MDUSD to ensure the educational success of all students through high expectations and a commitment to excellence and to



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empower them to reach their full potential as responsible, ethical, and productive citizens in a diverse and changing world.

- Digital tool use, adoption, and implementation should support the MDUSD LCAP and Strategic Technology Plan goals and will vary due to stakeholder access and intention.
- Evaluations of digital tools should consider how well it supports teaching and learning objectives and ensure that the platform aligns with the school's academic integrity policy.

3. Design Digital Tools & AI Using Modern Learning Principles:

- Each school's leadership must accept the ultimate accountability for digital tool systems used in the school, and teachers must assume accountability for the use in classrooms. Students should also be accountable for appropriate use, including through cyber safety/digital agreements.
- Inappropriate student use of digital tools, especially GenAI technologies, should be addressed through behavioral intervention / progressive discipline.
- The use of digital tools must promote fairness, inclusivity, and diversity in education.
- Submitting AI-generated work without identifying it as such will be considered a violation of the Acceptable Use Policy.

4. Privacy & Security:

- MDUSD staff will follow local, state, and federal guidelines and laws regarding student data privacy and security.
 - All platforms shall be vetted by district staff through the approval process to ensure compliance.
 - Staff shall not provide identifying student/family data through digital tools that incorporate AI.

5. Inform and Involve Educators:

- Educators will be informed about digital/AI tools used in classrooms through district newsletters and videos as well as workshops and coaching.
- Teachers and instructional leaders should actively participate in best practice regarding digital tools adoption through professional development opportunities, and district-led training.
- Teachers shall be informed about AI bias and misinformation and empowered to help students navigate through these challenges.



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- Teachers and instructional leaders are encouraged to share best practices for incorporating digital tools technologies into their teaching.
- Administrators and instructional leaders are encouraged to develop in areas where AI could support teachers.

School Site-Level Guidelines

6. Equity and Access:

- Mt. Diablo Unified will provide equitable, accessible resources that support the integration of digital tools into the curriculum.
- Each school's administration and staff should monitor platforms for barriers, bias, or other undesirable consequences, while educating students about these limitations within these tools.
- Where possible, the school should provide students with access to appropriate technologies and resources, such as AI software and tools, to support their learning, especially to improve support for learners with disabilities and English language learners.
- Integrate digital tools & AI-accessible apps and software into instruction as tools to support aspects of student collaboration we value like shared attention, mutual engagement, peer help, self-regulation, and building on each other's contributions.
- Digital tools should lead to a range of activities emphasizing features such as personalized learning, project-based learning, learning from visualizations, simulations, and virtual reality, as well as learning across school, community, and familial settings.

7. Site-Specific Guidelines:

- AI platforms excel at predictive text and pattern recognition but struggle with accuracy. If the user is looking for factual information, assume every output includes inaccuracies.
- Apps such as ChatGPT depersonalize writing. Overreliance may lead to a lack of voice and distinctive style—rhetorical strategies that are crucial for effective writing.
- Teachers will develop clear communication for students and families of expectations around AI use in the classroom and on assignments via syllabi, back-to-school night, and other posted communications.