

South Fayette Twp School District’s Guidance for the Use of AI

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Beliefs Regarding the Use of AI

- We believe that AI has the capacity to meaningfully enhance the educational experience at South Fayette.
- We believe that AI will support instruction and increase productivity in K-12.
- We believe that AI will continually evolve and that policies and practices need to be reviewed on a continual basis in order to reflect current and best practices.
- We believe that continuous communication regarding the effective use of AI is important.
- We believe that students, educators, staff, and vested partners may embrace calculated inquiries into their use of AI to enhance the effectiveness of their work.
- We believe that as AI develops, relationships between and among people will become even more important.
- We believe that students, educators, staff, and vested partners should responsibly use AI and guard against inaccuracies and bias when using AI.
- When using AI, we believe:
 - Transparency is key: Teachers and students should disclose when and how AI is used.
 - We must teach digital literacy: Include instruction on prompt crafting, source validation, and bias recognition.
 - We must respect data privacy: Use only AI tools vetted and approved by the district and never submit identifiable student or family information or data.
 - Prioritize thinking: AI should *support* critical thinking, not replace it.

Documentation that Addresses the Use and Misuse of AI

- The student code of conduct was written to be inclusive of changing technologies and, therefore, addresses the misuse of AI. Please see the following:
 - Acceptable Use of Technology
 - Plagiarism
 - Cheating
- You can reference specific language regarding the use/misuse of AI in the following:
 - All faculty handbooks
 - [ES](#) (pg. 16)
 - [IS](#) (pg. 40)
 - [MS](#) (pg. 18)
 - [HS](#) (pg. 5)
 - [Middle School Student Handbook](#) (pg. 53)
 - [High School Student Handbook](#) (pg. 19)

Guidance for Use of AI

- All teachers and staff may utilize AI as a thought partner and to assist with lesson planning or instructional differentiation.
- A teacher must review any product created by AI before using it with students or sharing it with families.
- AI may be used to help craft communication to families, but it must be proofread and modified before being sent.
- Teachers may use AI to assist with data analysis, provided that no identifying student information is used.
- Teachers may use AI to help craft documentation for MTSS, PBIS, GIEPs and IEPs as long as no identifiable student or family information is used.
- Students under the age of 13 may not use AI tools in school except when any of the following conditions are met:
 - The tools being used are specifically designed for younger students and have been approved by the district.
 - The teacher controls the system and works with students in either a whole-group or small-group setting.
- Students age 13 and above may use AI tools with permission from their teacher. This permission may be granted or denied by the teacher at their discretion, either by assignment or course.
- For the protection of all staff and students, if a teacher finds a use for AI that falls outside the district's guidance, all ideas must be shared with the building or district administration to seek approval. This approval must be sought using the Tech Resource Pre-Approval form in Comply.
- Teachers may determine the appropriate use of AI by students within their classrooms, provided it aligns with district guidance. Information regarding responsible use must be communicated to students and may change periodically, depending on the assignment.
- The Children's Online Privacy Protection Act (COPPA) requires special safeguards for young learners. Here's how we comply:
 - No Individual Student Accounts: Children under 13 never create personal AI accounts
 - Teacher-Managed Interactions: All AI use happens through teacher-controlled systems
 - Zero Personal Data Collection: Your child's name, age, location, or personal details are never shared with AI
 - Educational Purpose Only: AI helps with learning, never tracks individual student behavior

Red, Yellow and Green Light Zones Entire District



Red Light – Prohibited AI Uses

These uses are not permitted because they undermine academic integrity, student agency, or privacy.

- Submitting AI-generated content (e.g., essays, projects) as original work without modification or reflection.
- Using AI to bypass learning processes (e.g., solving math problems without showing work or understanding).
- Inputting sensitive or personally identifiable student information into unsecured AI platforms.
- Using AI tools for surveillance, behavior scoring, or emotional monitoring without clear ethical protocols.
- Generating inappropriate, biased, or non-age-appropriate content using AI tools.



Yellow Light – Caution / Use with Guardrails

These uses may enhance learning when used **with guidance, instructional purpose, and transparency**.

Use Case	Guardrails
Brainstorming writing ideas or outlines	Students must cite AI as a source and revise ideas using their own voice.
Generating practice problems or quiz questions	The teacher reviews AI-generated content for accuracy and alignment with standards.
Summarizing complex texts or articles	Students compare AI summary with their own and discuss differences.
AI tutors or chatbots for review/help	Used as <i>one</i> source of support—never a replacement for teacher instruction.
Lesson planning or differentiation for teachers	Must be reviewed and adapted to meet local curriculum goals and student needs.
Translation tools for multilingual learners	Must be cross-checked by bilingual staff when possible; avoid reliance.



Green Light – Encouraged AI Uses

These applications support creativity, efficiency, and learning **without replacing student thinking**.

- Using AI to enhance visual or multimedia presentations (e.g., AI-generated diagrams or image captions).
- Teachers using AI to draft rubrics, generate exit ticket questions, or summarize assessment data.
- Students using AI tools to check grammar or rephrase writing with teacher guidance.
- Engaging in classroom discussions on the ethics, bias, and limitations of AI.
- AI-assisted coding platforms that help students troubleshoot and learn from errors.
- Exploring AI-generated art or music to inspire student creativity and critical evaluation.

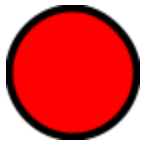
Potential Communication Tools to use with the students or communicate with Parents when using AI with students under the Age of 13

Option 1

AI Use Guidelines for Students Under 13

To help students use artificial intelligence (AI) tools safely, responsibly, and creatively, we have created a simple guide that everyone can follow. This guide helps students, families, and teachers understand what kinds of AI use are appropriate at school. AI should always support thinking, not do the thinking for you!

RED LIGHT: STOP! THESE ARE NOT ALLOWED



- Using AI websites or apps without permission from your teacher.
- Letting AI do all your writing or homework.
- Giving your name, age, school, or other personal information to AI tools.
- Using AI to talk to strangers or play games that are not school-approved.
- Looking up inappropriate content using AI.

YELLOW LIGHT: USE WITH CAUTION (ONLY WITH A TEACHER!) These tools can be helpful, but only when a teacher is guiding you:



- Using AI to get ideas for stories or drawings.
- Getting help sounding out words or hearing text read aloud.
- Asking an AI helper for a definition or fact (with teacher supervision).
- Using AI to translate words if you're learning English.
- Drawing or creating images with tools your teacher has approved.

REMEMBER:

- You must talk about what the AI gave you.
- You must change the ideas to make them your own.
- Your teacher will always help you use these tools the right way.

GREEN LIGHT: SAFE AND FUN WAYS TO LEARN WITH AI These AI tools are safe to use in class with your teacher:



- Text-to-speech (computer reads to you) or speech-to-text (you talk, it types).
- Teacher-led lessons that show how AI works.
- AI in learning games or apps approved by your school.
- Using coding games like Scratch or Code.org.
- Talking as a class about when AI is helpful or not helpful.

AI is a helper, not a doer. Your ideas matter most!

If you're ever unsure, ask your teacher. And remember, the best learning happens when you use your brain, your creativity, and your voice!

Option 2

Let's learn how to use computer helpers (AI) the safe and smart way! We always use our own brain first, and ask a teacher if we're not sure.

RED LIGHT – STOP! These are NOT safe or okay:



- Using AI without a teacher or adult.
- Letting the computer do all your work.
- Typing in your name, age, or school.
- Talking to strangers using AI.
- Looking up bad or silly stuff.

If it feels sneaky or secret, stop and ask your teacher.

YELLOW LIGHT – Be Careful! Use only **with your teacher**:



- Getting help to start a story or drawing.
- Having the computer read a word out loud.
- Asking a computer helper what a word means.
- Using AI to help with your home language.
- Making pictures in a learning app your teacher says is okay.

Your teacher will help you make it your own!

GREEN LIGHT – Thumbs Up! These are **safe and fun** with your teacher:



- The computer reads to you or types what you say.
- Watching videos or lessons about how AI works.
- Playing learning games approved by the school.
- Using coding tools like Scratch Jr or Code.org.
- Discussing smart computer use with your class.

AI is a helper. YOU are the thinker!

Always ask your teacher if you're not sure. You are smart, creative, and ready to learn!

Potential Communication Tool to use with the students or communicate with Parents when using AI with students Over the Age of 13

AI Use Guidelines for Students Over Age 13

Artificial Intelligence (AI) can be a powerful learning tool when used the right way. Use this guide to know when it's okay to use AI, when to be careful, and when to avoid it. Remember: AI should support your learning, not replace your thinking.

RED LIGHT – STOP! These Uses Are Not Allowed:



- Submitting AI-generated work as your own.
- Using AI tools to do your thinking or skip the learning process.
- Entering personal information (name, age, school, etc.) into non-approved AI tools.
- Using unapproved AI apps or sites during class.
- Generating or sharing inappropriate, biased, or harmful content.

If you're unsure, always ask your teacher or follow district tech guidelines.

YELLOW LIGHT – Use With Caution: These uses can be helpful **with teacher guidance or specific rules**:



- Brainstorming ideas for essays, projects, or stories.
- Getting writing feedback (grammar, tone, clarity).
- Summarizing articles or checking understanding of a topic.
- Exploring practice questions or test prep (with teacher review).
- Creating visuals or slide starters for projects.

Rules for Yellow Light Use:

- Always edit or add your own ideas.
- Cite AI use when required.
- Never rely on AI alone—use it to *support*, not *replace*, your voice.

GREEN LIGHT – Safe & Smart Uses: These uses are safe and encouraged in school settings:



- Using accessibility tools (text-to-speech, speech-to-text).
- Practicing coding with AI-assisted platforms like Scratch or Khan Academy.
- Teacher-led discussions on how AI works and its impact.
- Using AI tools vetted and approved by your school or district.
- Reflecting critically on AI-generated content in class assignments.

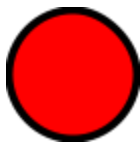
AI is a tool for learning. Your ideas, thinking, and voice matter most.

Ask questions, stay curious, and use technology responsibly.

Red Light, Yellow Light, Green Light Template for Classroom or Project Use

You may make a copy of this page and modify it for your classroom. You may modify it for specific assignments. You are not required to use this; it's just a reminder that communicating your expectations for use of AI is necessary.

RED LIGHT – STOP! You can not use AI for:



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YELLOW LIGHT – Be Careful! You can use AI in this class or with this project with the following guidance:



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GREEN LIGHT – Thumbs Up! You can use AI for:



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Resources that might be helpful:

[Stanford Research Summary \(AI cheating\)](#)

Key Finding: Cheating rates remained stable or even slightly decreased after ChatGPT's introduction, with 60-70% of students reporting at least one cheating behavior in the previous month—a figure that has remained consistent for over 15 years of data collection. Click the link above for more details and a complete summary.

[Curated examples](#)

These are examples of how some educators have used AI as a thought partner. The examples were generated with the help of Claude AI.

[Addressing AI fears](#)

These examples explain fears of educators, parents and students around the use of AI. The examples were generated with the help of Claude AI.

[Customizable assignment templates](#)

If you will be using AI as part of a classroom assignment or project, you may find templates on how to use AI for particular ideas and projects at this link. The examples were generated with the help of Claude AI.

[Guidance frameworks for schools](#)

You will find a detailed summary of regulations and laws that provide guidance and guardrails around the use of AI. This summary was generated with the help of Clade AI.

[Complete AI guide](#) (Under 13)

This provides a detailed explanation of COPPA (Children's Online Privacy Protection Act). This is why we don't permit the use of AI tools for students under the age of 13. This summary was generated with the help of Clade AI.

[Social Media you may wish to follow](#)

The South Fayette Township School District does not endorse any social media account or personality. Use information you gather from Social Media as you would any resource or idea you discover. Use the DEIB filter, the AI Guidance on page 4 of this document, and the guidance provided by the Red Light, Green Light, and Yellow Light document.

[Music Dept. Padlet](#)

South Fayette Music Teachers created this resource. It includes resources for instruction, music creation, chord/stem extractors, music transcription and rehearsal tools.

AI Tools You May Consider:

[If you have a suggestion for a tool that others might like, use this link.](#)

Note: When using any AI tool, you are expected to review your intended use through the lens of Red Light, Green Light, Yellow Light Guidance, and the Guidance for the Use of AI (page 4)

- Gemini (Google Product)
- ChatGPT
- Brisk
- Claude
- Diffit
- Magic School
- Perplexity
- Canva AI
- Grammarly
- Gamma.app
- Khanmingo
- Read Theory