

Park Ridge-Niles School District 64

Artificial Intelligence Guidance



Scope

This guidance document complements [existing policies](#) on acceptable technology use, data privacy and protection, and academic integrity and support when using artificial intelligence.

What is Artificial Intelligence?

Artificial Intelligence (AI) is an example of machine learning and it is evolving all around us in the world today. AI is seen in the tools that correct grammar and suggest texts as you type an email, along with the chatbots that ask if they can help when you visit a website. Generative AI is a type of artificial intelligence that can create new content, such as text, images, or even music. Unlike traditional software that follows strict rules, Generative AI learns from data and can adapt, making it a powerful tool for teaching and learning.

Data Privacy and Security

Students who are 13 years old and under may be prohibited to use certain Generative AI tools according to the Terms of Service. Staff are expected to protect students' personally identifiable information (PII) and should not be entering sensitive student information into AI generators.

Philosophy

Park Ridge-Niles School District 64 is committed to:

- Leveraging AI to enrich and enhance the educational learning opportunities for all students.
- Emphasizing responsible and ethical use of AI by staff and students, in alignment with the district's mission, strategic plan, policies, and regulations.
- Supporting academic success while promoting critical thinking, creativity, collaboration, media literacy, and digital literacy, through the integration of AI.

Guiding Principles

Given our philosophy, we have designed the following guiding principles to help us effectively integrate AI into our education system and support our existing goals, academic integrity, and security standards.

1. **Enhancing Educational Goals and Accessibility:** We employ AI to advance student learning, teacher effectiveness, and operational efficiency. Our focus includes making AI accessible to all.
2. **Alignment with Policies and Regulations:** AI use in our district will strictly adhere to existing regulations concerning student data privacy, accessibility, and content safety.

Any use of AI must adhere to existing [board policy](#), [acceptable use policy](#) and the [student/parent handbook](#). Additionally, staff are expected to comply with all relevant policies and regulations to protect students' personally identifiable information (PII).

3. **Maintaining Academic Integrity:** AI serves as a support tool and its use should align with our district's mission and core values. Students are required to honor these values by appropriately acknowledging AI assistance in their work. Any misuse of AI will be subject to our established academic dishonesty and plagiarism policies.
4. **AI Literacy and Education:** Essential to our approach is educating students and staff about AI. This includes understanding its usage, operational principles, and its integration into academics.
5. **Continuous Monitoring and Evaluation:** Recognizing the rapid evolution of AI, we commit to regular audits and updates of our AI guidelines and practices, ensuring they remain relevant and effective.

AI as an Instructional Tool

While still in its early stages, generative AI holds immense potential to revolutionize education and enhance the teaching and learning experience. Here are some examples of ways educators can use artificial intelligence to support teaching and learning.

- **Differentiated Learning:** Generative AI can be used to generate differentiated instructional materials, such as lesson plans, worksheets, and assessments, that are tailored to the individual needs of each student.
 - Translate instructional materials into a student's native language.
 - Create practice sets to differentiate for extended learning (not a substitution for district approved curriculum).
 - Generate comparative writing samples for students to review or "peer edit".
- **Creativity and Innovation:** Generative AI can be used to help staff develop their creativity and innovation skills.
 - Generate new ideas for projects, stories, computer programs, etc.
 - Create outlines for talks, presentations, newsletters, scripts, etc.
- **Assessment:** Generative AI can be used to create new and innovative forms of assessment.
 - Generate multiple-choice questions, essays, and other types of assessments that are tailored to the individual needs of each student.
 - Generate exemplars of student work for a given rubric or success criteria.

Classroom Use Guidance

- Students should first think and brainstorm on their own before defaulting to using AI. Keeping their creativity and critical thinking skills sharp improves their ability to interact with AI, when needed.
- Effort matters. Students should approach AI as a thought partner and seek to continually refine their prompts to engage AI in a back and forth interaction. The more precise their prompt and the more back and forth interaction they have with an AI model, the greater their output will be.
- AI should supplement student work, not substitute student work. Students should not submit what AI generates as the ultimate output, but rather, edit and revise as necessary so that output contains a sense of their voice and intent.
- Students should not use an AI tool or model that has not been explicitly approved for use.
- Students should not blindly trust an AI's responses when asking it for factual references. Students are responsible for the accuracy of the information they use in their work, even if it comes from the AI. Critical thinking is still important.
- Students should always remember to acknowledge when they've used AI in their work. At the end of any project or assignment where they have used AI, they should include a short explanation about how and why they used it and what prompts they used. Consider this guidance from [MLA](#) or [APA](#) on how to cite AI as a source.

Accountability

District 64 provides staff and students with access to a [library of approved technology tools](#), some of which use AI. As with all District 64 applications, extensions, and software, AI systems must be evaluated thoroughly before adoption to ensure compliance with privacy and security laws, as well as alignment with educational goals.