

Revised for 26-27



Community High School District 128 Guidelines for the Ethical and Responsible Use of Artificial Intelligence (AI) for 26-27

Community High School District 128 is committed to the ethical and responsible integration of Artificial Intelligence (AI) technology. We recognize our duty to establish clear guidelines that help students and staff utilize AI effectively while upholding the core values of academic integrity and professional excellence that define District 128. Given the rapidly evolving nature of AI technology, these guidelines will be reviewed and updated annually to ensure they remain aligned with current realities and best practices.

Our vision for student agency and informed AI usage has been developed through collaboration with staff and key partners. We are grateful for the guidance from our staff, Chicago Public Schools, the LEAP Human Centered AI Consortium, and the Lake County AI Collaborative, whose expertise helped ensure these guidelines remain focused on the student and the learning process. By fostering a responsible approach to AI, we help our students become DARING learners.

Learning First

In D128 educational environments, learners develop essential cognitive skills needed for life-long learning and post-secondary success. AI serves as a springboard to elevate critical and creative thinking and as a scaffold that provides greater access to and understanding of course content and ideas.

In District 128, students and staff will:

- Adopt a "human in the loop" approach to AI. This means a person initiates the task, uses AI as a supportive tool, and concludes the work with their own original insights and actions;
- Become discerning users of AI-generated content by building the skills necessary to use AI ethically and to judge when such material is suitable and useful for a given project;
- Master the ability to interact with a variety of AI tools effectively;
- Leverage AI to customize and personalize learning.

Student AI Use Guidelines

Ethical Considerations and Privacy

Students must respect the privacy of individuals and ensure that AI applications are utilized in a manner that does not compromise personally identifiable information (i.e., names, addresses, phone numbers) or school data. Students should never input personal, sensitive, or confidential data into any AI system.

Academic Integrity

Students may not use any form of AI technology to hide or obscure the authentic representation of their knowledge and/or skills. AI technology must not be presented as a student's original work or serve as a substitute for a student's own thinking, problem-solving, or skill development. Students who use AI in approved assignments or assessments should be ready to explain how it was used if asked.

Teachers will utilize the D128 AI Continuum of Use (see below) to determine and communicate the appropriate use of AI technology for their class or assignments, and students must check with teachers for approved uses of AI technology in each class.

Continuum of AI Use

Because every assignment has different learning goals, teachers may use the following to communicate what level of AI use is acceptable for a given assignment or assessment:

Level 0: No AI	No AI tools (aside from the built-in spelling and grammar check) are permitted.
Level 1: AI as Coach	Use AI for brainstorming topics or explaining a skill or concept. No AI-generated text may appear in the final draft.
Level 2: AI as Editor	Use AI to get feedback on a draft that you have written or ask for ways to improve without having AI rewrite any part of your work. You must be the writer, and final answers or written work must be your own words and ideas.
Level 3: AI Collaboration	AI use is built into the assignment. You must be able to show your work with AI and cite it correctly.

Specifically, all D128 students should follow the guidelines below for their academic work:

- **Plagiarism:** Plagiarism is defined as using the ideas, words, or works from another person or source without proper citation. This includes using the outputs of AI technology and submitting it as one's own work. Disciplinary consequences may result from acts of plagiarism as listed in the student handbook on Academic Dishonesty.
- **Coursework:** AI-generated content must not be presented as a student's original work or serve as a substitute for a student's individual efforts to complete assignments unless this has been explicitly permitted by the teacher.
- **Assessments:** AI technology should not be used to generate answers, responses or products to assessments unless this has been explicitly permitted by the teacher.
- **Referenced Sources:** If AI-generated content is approved by the teacher for use in class assignments and assessments, it must be appropriately cited. District 128 accepts MLA or APA formats for the proper citation of AI for academic purposes.

Staff AI Use Guidelines

Instructional Use

Educators are invited to utilize AI to support student success. AI can provide valuable differentiation strategies, allowing for the customization and enhancement of materials to better align with the varied backgrounds and learning needs of our student body.

Staff Use of AI Detection Tools

Staff can use AI detection tools as a part of a general examination of student work. However, given the historic and current inaccuracy, unreliability, and bias of these tools, they should not be used as definitive evidence of student academic dishonesty. Thus, before referral for academic dishonesty, teachers with questions on the authenticity of student work are encouraged to discuss with the student(s) where AI may have been used and where the student's own thoughts and contributions are present. It is recommended that course teams have aligned approaches when using AI detection tools. Please refer to this resource:

- [Generative AI Detection Tools: The Problems with AI Detectors: False Positives and False Negatives](#)

Ethical and Privacy Considerations

- **Transparency:** Staff have the ability to use AI tools as they would any other technology resource needed for their professional work. Like other technology tools and applications, staff members are responsible for ensuring the accuracy and professionalism of items created using AI tools and resources.
- **Privacy:** Data and information entered into many AI systems becomes the property of the company that owns the AI; therefore, staff and students should not input personal, sensitive, or confidential data into any AI system unapproved by D128. Any data related to student educational records can only be used in specific, district-approved tools and systems.

Other Considerations for Responsible AI Use for Staff and Students

- **Safety:** In accordance with the district's Acceptable Use document, staff and students must not use technology, including AI, to create or propagate content that is harmful, misleading, or inappropriate for an educational environment. AI tools will be used for educational purposes only. Misuse or malicious use of AI technologies may lead to disciplinary action.
- **Bias and Error:** Staff and students should be aware of the potential biases and errors in AI systems and should utilize AI in a manner that avoids perpetuating stereotypes, discrimination, and inaccurate information.

Sample Syllabus Language Below

Artificial Intelligence (AI) Use Guidelines

Learning First

AI is a tool to enhance your creativity and problem-solving, not a shortcut to skip the learning. AI is here to support your unique learning journey, but you are the one in charge of the final product. When in doubt, leave it out—or ask your teacher!

Academic Integrity and Expectations

- **Authenticity:** AI-generated content submitted as your own is considered **plagiarism**.
- **Transparency:** If you use AI, you must be ready to explain your process. If permitted, AI must be cited using **MLA or APA** formats.
- **Privacy:** Never input personal information (names, addresses, or sensitive data) into AI tools.
- **Ethics:** Be critical of AI outputs. AI can be biased and/or provide inaccurate information.

Misuse of AI can result in consequences per the Student Handbook.

The AI Continuum of Use

Because learning goals vary, the potential use of AI can vary. Always check your assignment directions and/or ask your teacher before using AI. Your teacher may utilize the guide below:

Level 0: No AI	No AI tools (aside from the built-in spelling and grammar check) are permitted.
Level 1: AI as Coach	Use AI for brainstorming topics or explaining a skill or concept. No AI-generated text may appear in the final draft.
Level 2: AI as Editor	Use AI to get feedback on a draft that you have written or ask for ways to improve without having AI rewrite any part of your work. You must be the writer.
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