

# SUHSD District Guidelines for AI in Education

## Version History

AI is a rapidly evolving technology, as are the laws and regulations governing its use. This document is subject to continuous updates to reflect the changes in this fluid environment. The table below will include details of changes and updates. Note that the last update will appear at the bottom of each page for your reference.

Date	Version	Changes and Updates
Presented at the Board Meeting, 07.16.24	2024-1.00	Original publication
02.06.25	2025-1.00	Privacy & Data Security section updated. AI Literacy section updated to include definition.

## Abstract

The Salinas Union High School District recognizes the transformative capabilities of Artificial Intelligence (AI) and related technologies in enhancing teaching and learning experiences. SUHSD is dedicated to utilizing these tools responsibly, ethically, and safely. These guidelines describe the expectations for staff and students surrounding the application of AI tools.

The objectives of these guidelines are:

- To promote the knowledge of AI literacy and support the integration of AI tools for educational purposes as deemed appropriate.
- To ensure the privacy and safety of staff and student data.
- To reinforce the responsible and ethical use of AI technology.

## AI Literacy

AI literacy refers to “the knowledge and skills that enable humans to critically understand, evaluate, and use AI systems and tools to safely and ethically participate in an increasingly digital world” ([Digital Promise](#)). Staff should begin by developing a fundamental understanding of AI. This includes recognizing when and where AI is used and the awareness of its limitations. With a basic understanding of the workings of AI technology, staff and students deepen critical thinking skills to analyze the output for bias, hallucinations, misinformation, etc.

All staff are encouraged to explore and integrate District vetted and approved AI tools into their work as they align with the District’s values, mission, and guidelines. Staff may utilize AI tools for tasks such as staff workflow, and lesson design. Opportunities to participate in professional development, workshops, and conferences may be provided.

## **Privacy & Data Security**

Staff and students may use AI apps that are approved by the District. **To protect student and staff data**, only District vetted and approved apps/tools should be used with students to remain compliant with district, state, and federal policies. Also, refer to the [SUHSD Employee Acceptable Use Policy](#).

Users are prohibited from sharing confidential or personally identifiable information of any person with the AI system. Personally identifiable information includes, but is not limited to, a person's name, address, email address, telephone numbers, etc., in accordance with FERPA, COPPA, and HIPAA laws.

## **Ethical Use**

AI use should not replace professional expertise. Generated content should be carefully reviewed. Staff must ensure that AI technology promotes fairness and equity rather than perpetuate societal bias. The District recognizes that AI presents academic integrity challenges like AI-generated plagiarism, but it is also an opportunity to reinforce core values of honesty, trust, fairness, respect, and responsibility.

## **Responsible Use**

AI integration must be driven by pedagogy, not technology. Staff must be clear about the educational goals and how AI aligns with achieving those goals in an ethical, equitable manner that benefits all students' academic and socioemotional well-being.

Responsible student use of AI is covered in the [SUHSD Behavior Manual](#) under the section "Internet Acceptable Use Policy." AI programs should be [cited](#) to avoid plagiarism under [the SUHSD academic integrity policy](#).

[SUHSD - Recommended A.I. Tools for Teacher Use](#)

[SUHSD Recommended A.I. Tools for Student Use](#)

## **Resources & Citations:**

[CA Learning With AI, Learning About AI](#)

[Digital Promise](#)

[Claude 3](#)