



RUSD AI Guidelines

Incorporating AI Task Force Meeting #2 Input

Reading this draft:

- **[NEW]** marks an added bullet
 - **[REVISED]** marks an edited bullet.
 - Unmarked bullets are unchanged from Draft 1.
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Safety, Data Privacy, & Security

- **Legal Alignment.** Ensure all AI use aligns with federal and state requirements, including FERPA, CIPA, and the 2025 COPPA updates, which expand the definition of personal information to include biometric identifiers (e.g., voiceprints and facial recognition).
- **Protection of Student and Staff Data.** Establish clear expectations that personally identifiable information (PII) — such as student names, ID numbers, or other sensitive data — must not be entered into generative AI tools.
- **[NEW] Developmentally Appropriate Access at PK–2.** When applicable, student AI use is limited to teacher-led, whole-class demonstrations. Students do not enter prompts, names, or any identifying information into AI tools independently.
- **Vendor Review and Approval.** Implement a rigorous vetting process for AI tools prior to adoption, including security audits, verification of data encryption (at rest and in transit), review of data retention practices, and confirmation that district data is not used for AI model training.
- **[NEW] Published Approved-Tools List.** The outcome of vendor review is a single district Approved-Tools List, published at the start of each year, organized by grade span, and paired with plain-language privacy and data-use summaries for families.
- **Emerging AI-Related Security Risks.** Evaluate and update cybersecurity practices to address AI-specific threats, including AI-driven phishing, voice-cloning scams, and prompt-based exploits.

Transparency & Oversight

- **Human Oversight by Design.** Consider adopting a Human-AI-Human (H-AI-H) approach in which AI supports drafting or exploration, while humans retain responsibility for inquiry, review, judgment, and final decisions.
- **[REVISED] Clear Disclosure Expectations.** Establish shared expectations for transparent AI use by students and staff, including when and how AI assistance should be disclosed and how human contributions are distinguished.
- **Community Transparency Around Tools.** Promote trust by maintaining and publishing an annually updated list of approved AI tools, organized by grade span and paired with plain-language privacy and data-use summaries for families.
- **[REVISED] Shared Language for AI Use in Learning.** Develop a common framework to clearly communicate expectations for AI use in our District - see “Communicating the Level” guideline.



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Equity & Access

- **The “Great Equalizer” Commitment.** We ensure every student has access to high-quality technology and AI tools within the school day, regardless of family income or home internet access.
- **[NEW] Equitable Teacher Access.** Every educator — across grade levels and subject areas — receives the time, training, and approved-tool access needed to participate fully. Equity in an AI rollout extends to staff, not only students.
- **Targeted Support.** AI will be leveraged as a tool aligned with UDL accessible, assistive, and inclusive technology such as real-time translation for Multilingual Learners and customized reading levels for students.
- **Bias Awareness.** We actively select tools that respect all cultures and backgrounds. Part of our curriculum includes teaching students how to identify and “fact-check” AI when it provides biased or unfair answers.
- **Inclusive Design.** We commit to seeking feedback from diverse family groups to ensure our AI policies reflect the needs and values of our entire community.
- **[NEW] Multilingual Family Communication.** Any family-facing AI communication will be translated into the primary languages of Reed Schools families.

Instructional Impact & Support

- **The “Study Buddy” Approach.** AI will be used to provide immediate feedback for students practicing concepts.
- **Increasing “Teacher Time.”** By using AI to streamline routine paperwork and lesson outlines, we allow our educators to spend more one-on-one time guiding, inspiring, and mentoring students.
- **[REVISED] Teacher PD.** We will provide structured, short-form professional learning to equip educators to use AI ethically, effectively, and confidently.
- **Future-Ready Foundations.** We prepare our students for a changing world through thoughtful AI literacy and a focus on the “human skills” AI cannot replace: critical thinking, empathy, and complex problem-solving.
- **Protect Professional Expertise.** We will safeguard and elevate teacher expertise, ensuring that professional judgment remains the cornerstone of AI-supported instruction and assessment.
- **[NEW] Student Well-Being.** We commit to monitoring AI’s effect on student engagement, social development, screen time, and mental health. Practice will be adjusted — including reducing or pausing AI use — when evidence points to harm to students’ learning habits or well-being.

Responsible Use & Academic Integrity

- **The “Human-Originality” Requirement.** While AI can assist in the learning process, the core ideas and final voice must be the student’s own; we use technology to spark thinking, not replace it.
- **[REVISED] Citing the “Co-Pilot” with AI Credits.** Students will learn to be transparent by explicitly labeling any AI involvement and providing “AI Credits” that explain how the tool helped them research or edit.
- **Prohibiting Misuse.** To keep our community safe, using AI to impersonate others, create “deepfakes,” or generate content to bully or harass is strictly prohibited and carries significant consequences.



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- **[REVISED] Communicating the Level.** Educators will clearly define which AI uses are permitted for tasks — explaining the rationale so students understand when the goal is to build a foundational skill versus when it is to practice using a digital “co-pilot.” Elementary classrooms (K–5) use the Traffic Light; middle school classrooms (6–8) use the 0–4 Integrity Rubric. Every classroom also documents AI use through AI Credits, scaled to grade band.

Sample Traffic Light (Elementary, K–5):

- **Red Light** — No AI — Human only.
- **Yellow Light** — AI as Scaffold (helper/tutor).
- **Green Light** — AI as Co-Pilot (partner/co-author).

Sample 0–4 Integrity Rubric (Middle School, 6–8):

- **Level 0** — Completely AI-Free (Human only).
 - **Level 1** — AI for brainstorming/outlining only.
 - **Level 2** — AI for editing and feedback.
 - **Level 3** — AI as a collaborative partner/co-author.
 - **Level 4** — Fully AI-generated for the purpose of evaluation/critique.
- **Focus on the Process.** We prioritize authentic evidence of learning (handwritten assessments, oral presentations, in-class check-ins) to ensure the student — not the technology — is meeting the learning goals. To prevent AI from providing easy answers, we focus on “durable questions.” These questions require specific local knowledge, personal context, or reference recent class discussions.

Ongoing Review & Adaptation

- **[REVISED] Living Guidelines.** These guidelines are reviewed and updated regularly to remain current and effective. A formal review occurs every six months through the 2027–28 school year, moving to an annual cadence thereafter.
- **Continuous Feedback Loops.** The district will host regular information sessions and advisory groups where stakeholders can share successes and challenges with AI implementation.
- **[NEW] Student Voice in the Feedback Loop.** Alongside family and teacher input, the district will maintain a student advisory channel — organized by grade band — so that student experience directly informs guideline revisions.
- **Efficacy Checks.** We regularly evaluate our tools to ensure they are actually helping students succeed and making the classroom a better place for teachers.
- **Regulatory Alignment.** The district leadership will monitor state and federal legislative updates to ensure local policy remains in alignment with emerging legal frameworks.
- **Proactive Safety Planning.** We continuously update our digital citizenship lessons to protect students from emerging risks, such as deepfakes or AI-augmented cyberbullying.