



AI GUIDANCE

FOR STAFF AND STUDENTS

SEPT
2025

ARTIFICIAL INTELLIGENCE GUIDANCE

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The School District of Reedsburg prepares students to be **ready for the future.**

We equip students to use technology they'll need to be successful in future careers, and guide them to use it as responsible digital citizens. As Generative AI (GenAI) continues to evolve and expand, we are providing clarity for staff and students through our SDR AI Guidance. Due to GenAI's ever-changing nature, our guidelines will be reviewed and revised as needed to respond to staff and students' needs.

As our society increasingly encounters digital platforms featuring AI generated content, we encourage students and staff to use AI responsibly by following both the Terms of Service of each AI tool and the SDR AI Guidance.



SDR ARTIFICIAL INTELLIGENCE ETHICS STAFF GUIDELINES

SDR staff is obligated to protect their personal and students' private information from being shared or accessed by AI systems. Staff should model ethical behavior when using AI tools with students by ensuring content is accurate and appropriate. Proper citation of sources should be used if AI is used to generate communication to students and stakeholders.



PEDAGOGY

AI should compliment and not replace high-quality, differentiated instruction. Incorporating AI resources and usage should not decrease meaningful student-to-students and teacher-to-student interaction. The state standards, established curriculum and evidence-based teaching practices should drive how to use AI to support student learning goals and objectives.



WELL-BEING

Staff should practice moderation in their use of AI tools and other technologies in the educational setting. AI platforms aren't a substitute for the empathy and emotional intelligence that human interaction can provide. Thus, staff should consider the impact of AI of personal and student well-being when using AI, or any other technology.



CONCERNS

Staff should report concerns to administration if they identify violations of ethical guidelines, or notice bias in AI systems. Using AI detectors is not advised due to inaccuracies.

Students, when using AI...

STICK TO TAPE

Transparency

Be open and honest about when and how GenAI informed your work by using citations, appendices, screenshots, etc.

Accuracy

Carefully examine the work that GenAI produces and verify its output with other sources. It may “hallucinate” with wrong info, display bias, or have inaccurate sources in its training.

Process

Document your thinking processes when working on learning tasks. This can help to share how you arrived at your thinking and avoid the appearance of plagiarism.

Expectations

Follow your teacher’s expectations when using GenAI for generation of or feedback on formatting, visuals, language, or ideas.

FIGURE 2 MCMILLAN, ALEX. (2023). TAPE METHOD FOR GENERATIVE AI V.1. [HTTPS://TWITTER.COM/MRALEXEDTECH](https://twitter.com/MRALEXEDTECH)

SDR ARTIFICIAL INTELLIGENCE

ETHICS

STUDENT

GUIDELINES



Privacy

Students are prohibited from using AI systems to access or share the personal, private or sensitive information of themselves or others.



Integrity

Using AI tools to engage in academic dishonesty, such as plagiarism or cheating, is a violation of the Code of Conduct. Be sure to use proper citation as described in the AI Guidelines.



Responsibility

AI should not be used to generate any content that disrupts or disparages the SDR, an individual or group. Students are responsible for reading and complying to each AI resource's Terms of Service.



Concerns

If students identify anything generated by AI that is inaccurate, biased, unethical or inappropriate, they should report their concerns to their teachers or school administrators.



AI GUIDELINES

CITING AI

All staff and students should follow proper citation conventions when submitting or presenting content that is paraphrased, quoted, or otherwise incorporated, including GenAI content such as text, images, data, or other media is used. When applicable, citations may include hyperlinked access to the related AI conversation and/or prompt provided. Students and staff should cite AI in the format that applies i.e. the Modern Language Association (MLA) or the American Psychological Association (APA) :

- MLA is used in humanities subjects such as languages, literary and media studies.
- APA is used in the social sciences and in education-related fields.

MLA CITATION STYLE

Works Cited

*Works Cited should be double-spaced with a half-inch hanging indent for each entry.

Title of Source (Prompt)

"Describe the symbolism of the green light in the book The Great Gatsby by F. Scott Fitzgerald" prompt.

← 0.5 in → ChatGPT 4, 14 Mar. 2023 version, OpenAI, 1 Feb, 2024, chat.openai.com/chat

Name of AI

Publisher
(Platform)

Date
Accessed

URL

Parenthetical citation: Shorten prompt to three words. For this example: ("Describe the symbolism")

APA CITATION STYLE

References

*Works Cited should be double-spaced with a half-inch hanging indent for each entry.

OpenAI. (2023). ChatGPT4 (Mar 14 version) [Large language model]. https://chat.openai.com/chat

Author(s)

Date

Title

Model Description

URL

Parenthetical citation: (Author, Year). For this example: (OpenAI, 2023)

Figure 3 Chippewa Falls Area Unified School District (2024) AI Ethics Guidelines for Staff and Students

AI GUIDELINES

FOR STAFF AND STUDENTS

All GenAI users should be vigilant about biased or inaccurate content. Users should critically evaluate AI generated content to identify potential biases or inaccuracies. We encourage individuals in our community to do the research necessary to verify information as factual, and ensure multiple viewpoints are voiced.

Maintaining continued protection of all community members' private information is our priority. "Users of GenAI are expected to keep all Personally Identifiable Information (PII) of themselves and others out of interactions and transmissions. This includes but is not limited to last names, and personal details including addresses, phone numbers, family names, email addresses, and photographs." (CFAUSD AI Guidelines, 2024)



AI GUIDELINES

FOR STAFF AND STUDENTS

Generative AI is likely to influence how teachers assess student learning. Effective assessment practices should:



Give students opportunities to show what they know, understand, and can do.



Enable teachers to measure growth and progress in alignment with course standards and competencies.



Allow all students to use a diverse range of formats and tasks to demonstrate their knowledge in ways that are fair, consistent, reliable, and meaningful.

Teachers should give students clear direction on when and how GenAI can be used for assessments. Graded assessments or assignments that require students to demonstrate their drafting process can reduce this risk of unethical GenAI use. Teachers are encouraged to collect work samples or checkpoints throughout a project to create a record of the student's progress that can help confirm authenticity if questions of academic integrity arise.



References

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**Thank
You**

