

SEPT

2025

## ARTIFICIAL INTELLIGENCE GUIDANCE CONTENTS



01

Intro + Vision

02

Ethics: Staff Guildelines

03

**Ethics: Student Guidelines** 

04

**TAPE Method** 

05

**Citing Al** 

06

**Bias + Privacy** 

07

**Assessment** 

80

References



# 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 everchanging nature, our guidelines will be reviewed and revised as needed to respond to staff and students' needs.



# 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.

#### **TAPE Method**

## Students, when using AI...

## STICK TO TAPE

### **Transparency**

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

## **Accuracy**

Carefully examine the work that GenAl 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 GenAl 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



## SDR ARTIFICIAL INTELLIGENCE

# ETHICS STUDENT GUIDELINES



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

## Responsibility

Al 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 Al resource's Terms of Service.



### 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.



#### 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 GenAl content such as text, images, data, or other media is used. When applicable, citations may include hyperlinked access to the related Al conversation and/or prompt provided. Students and staff should cite Al 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.

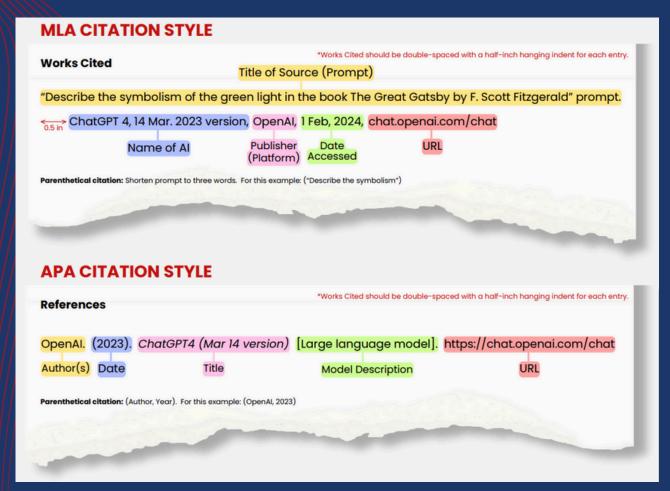


Figure 3 Chippewa Falls Area Unified School District (2024) Al Ethics Guidelines for Staff and Students





## AI GUIDELINES

### FOR STAFF AND STUDENTS

All GenAI users should be vigilant about biased or innacurate content. Users should critically evaluate AI generated content to identify potential biases or innacuracies. We encourage individuals in our community to do the research neccessary 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 GenAl can be used for assessments. Graded assessments or assignments that require students to demonstrate their drafting process can reduce this risk of unethical GenAl 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

Chippewa Falls Area Unified School District. (2024). <u>AI Ethics Guidelines for Staff and Students</u>

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## Thank You

