

Ethical Use and Guidance around the Use of AI

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Data Protection

Audience: Staff & Student

Never use any personally identifiable information in your interactions with an AI tool. This includes but is not limited to things like:

- Your name, address, phone number
- Financial information
- Medical information
- School records and grades
- When in doubt, don't put personal info into an AI tool

Audience: Staff

Any AI tool used by a student must conform to all [federal and state laws as well as CUSD200 board policies](#). Many AI tools have age restrictions that need to be followed. Any tool that a student needs to sign into or register for is also subject to SOPPA compliance. Please check LearnPlatform for any tool that will be used by students or on behalf of students if there is any type of student data being collected at stake.

Ethical Use

Audience: Staff & Student

AI tools should be used responsibly and should not be used to generate content that is:

- Violent
- Hateful
- Explicit or obscene
- Biased against groups
- Informationally false
- Promoting illegal substance abuse
- Damaging to someone's reputation

The generated output from AI should always be checked for informational accuracy.

Audience: Staff

AI writing detectors should not be used as authoritative sources to detect possible AI presence in a piece of work.

Audience: Student

AI tools should never be used in a way that would violate the CUSD200 guidelines on academic dishonesty.

Classroom Use Guidance

*AI advancements are evolving rapidly and guidance around this topic will also continually evolve

Audience: Staff & Student

Be the human in the loop.

- **AI should supplement your work not substitute your work both in generated content and feedback. Don't submit what AI generates as the ultimate output. Edit and revise as necessary so that output contains a sense of your voice and intent as well as adheres to CUSD200 best practices.**
- Think and brainstorm on your own first before defaulting to using AI. Keeping your creativity and critical thinking skills sharp improves your ability to interact with AI when needed.
- Approach AI as a thought partner. Seek to continually refine your prompts to engage AI in a back and forth interaction. The more precise your prompt and the more back and forth interaction you have with an AI model, the more fruitful your output will be.
- Don't blindly trust an AI's responses when asking it for factual references. Remember, you will be responsible for the accuracy of the information you use in your work, even if it comes from the AI. Critical thinking is still important.
- Always remember to acknowledge when you've used AI in your work. At the end of any project or assignment where you've used AI, include a short explanation about how and why you used it and what prompts you used. Consider [this guidance from MLA](#) on how to cite AI as a source.