

ARTIFICIAL INTELLIGENCE (AI) GUIDELINES

FOR STAFF AND STUDENTS



Artificial Intelligence in Larkspur-Corte Madera School District

This document establishes guidelines and expectations within the Larkspur-Corte Madera School District regarding the use of Artificial Intelligence (AI) technology. Recognizing the emergent and dynamic nature of AI, the District's Vision 2036 Strategic Plan will continue to be reviewed and revised to meet the emerging needs of students and staff.

Generative AI is a technology with a history back to the 1950s, that gained widespread public access between 2022 and 2023 through various platforms. These platforms generate content based on user-provided prompts. It also includes platforms that have AI tools embedded within them. As this technology continues to emerge and become an ever-present feature in daily life, students and staff must know how to evaluate this emerging technology's output critically. Additionally, as our society increasingly explores content-generating services, we will encourage students and staff to use AI responsibly by providing guidance and establishing appropriate usage policies for these tools within our academic environment following the LCMSD Artificial Intelligence (AI) Ethics Guidelines.

The Larkspur-Corte Madera School District embraces the use of AI tools that can be leveraged to enhance, personalize, and transform learning. LCMSD supports learning about and the use of AI responsibly, in conjunction with the Terms of Service of any AI tool/resource, and by the LCMSD AI Ethics Guidelines.

LCMSD Vision 2036

In the Spring of 2024, the Board of Education and the Superintendent of the Larkspur-Corte Madera School District launched a community-wide collaborative process to develop a long-term vision that would guide the way our school system will service our students. The result is Vision 2036: LCMSD Reimagined.

This vision comprises four main pieces: Graduate Portrait; an Adult Portrait; a System Portrait; and a set of Core Values. If we want certain things to be true for LCMSD graduates, the adults who support them will also need to emphasize and model a certain set of knowledge, skills, mindsets, and dispositions. And if we want graduates to attain the portrait attributes, and adults to be supported to develop and emphasize these attributes, the whole school district system needs to transform in certain ways to ensure that these goals and aspirations will be met successfully.

The Graduate Portrait envisions the outcomes for students—the community's aspirations for what graduates will know, be, and be able to do in order to thrive in their lives and careers. The following Graduate Portrait, created from the work of the Guiding Coalition and the broader community, will prepare each student for life beyond high school, helping them to thrive in an ever-changing world.

Integration of AI into LCMSD classrooms aligns with the following elements of the Graduate Portrait:

Inquisitive Critical Thinker

An inquisitive critical thinker possesses the skills to analyze, solve, and interpret complex challenges with logic, creativity, and open-mindedness.

Real-World Ready

Being real-world ready entails managing responsibilities, applying knowledge, and demonstrating adaptability for a sustainable future.

Ethical & Responsible Contributor to Society

Ethical and responsible contributors act with integrity, fostering inclusivity and positive societal impact.

Adaptable Lifelong Learner

Graduates possess a genuine passion for acquiring knowledge and developing new skills, which fuels ongoing personal and academic growth.

AI Ethics Guidelines

The Larkspur-Corte Madera School District AI Ethics Guidelines for Staff and Students were published in May 2025. See the AI Ethics Guidelines on the next pages. These can be digitally accessed on the LCMSD website here: <https://www.lcmschools.org/Page/2938>.



Student Guidelines for AI Use

Overview

AI can support learning, creativity, and innovation. LCMSD encourages responsible AI use that upholds academic integrity, privacy, and ethical behavior.

Guidelines for AI Use

Purposeful Use of AI	<ul style="list-style-type: none">• AI is a tool to support learning - not replace student thinking• Use only district-approved AI tools• AI may be used for brainstorming, research, or tutoring <i>only with teacher permission</i>
Academic Integrity	<ul style="list-style-type: none">• AI-generated content must be clearly cited• Submitting AI-generated work as your own is plagiarism• Follow all teacher directions about AI use on assignments or tests
Privacy & Data Security	<ul style="list-style-type: none">• Never share personal details or information about others (name, address, passwords) with AI systems• AI outputs may be inaccurate or biased—students must verify facts• If students identify potential biases or issues with AI systems or notice unethical or inappropriate use of AI, they should report concerns to their teachers or school administrators
Responsible & Ethical Behavior	<ul style="list-style-type: none">• AI tools must not be used to:<ul style="list-style-type: none">◦ Cyberbully, impersonate others, or spread false information◦ Generate inappropriate, offensive, or discriminatory content◦ Evade school policies or security settings
Assessments & Classroom Use	<ul style="list-style-type: none">• Teachers decide when and how AI is used• Use of AI on assessments is <i>prohibited unless explicitly allowed</i>• Students must demonstrate their own thinking and learning
Digital Citizenship & AI Literacy	<ul style="list-style-type: none">• Students will receive age-appropriate instruction on:<ul style="list-style-type: none">◦ How AI works◦ Bias, misinformation, and ethical use◦ Evaluating the accuracy of AI-generated information
Misuse & Consequences	<ul style="list-style-type: none">• Misuse of AI may lead to loss of technology privileges and/or disciplinary action• Students are expected to follow these guidelines and the district's Acceptable Use Policy



Staff Guidelines for AI Use

Overview

AI can support learning, creativity, and innovation. LCMSD encourages responsible AI use that upholds academic integrity, privacy, and ethical behavior.

Guidelines for AI Use

Educational Intent & Pedagogical Integrity	<ul style="list-style-type: none">AI should enhance - not replace - educator expertiseModel ethical AI use to studentsAI tools used for instruction must support adopted curriculum and standards
Assessment Practices	<ul style="list-style-type: none">Design assessments that promote original student thinking and reduce opportunities for AI misuseConsider collecting drafts and work-in-progress to support academic honestyWhen giving an online assessment, it is recommended to use Hapara or another student monitoring system
Professional Use & Oversight	<ul style="list-style-type: none">Use only Generative AI student facing tools approved through the district's AI vetting processStaff are responsible for verifying the accuracy and appropriateness of AI contentAI-generated communication (e.g., emails, reports) must be reviewed before use and, when applicable, citedIf staff identify use of AI by students that violates ethics guidelines and/or District policy, or staff notice potential biases or issues with AI systems, they should report concerns to administration
Privacy, Consent & Compliance	<ul style="list-style-type: none">Never input student personal identifiable information (PII) into Open AI systemsUse of AI with students must comply with FERPA, COPPA, and CIPAParent/guardian notification may be required for some AI tools
Equity & Access	<ul style="list-style-type: none">Avoid assigning AI-related tasks unless <i>all students have equitable access</i> to the toolsProvide support for students who are new to AI or who need help with digital literacy
Bias & Monitoring	<ul style="list-style-type: none">Staff should use AI tools, and other technology, in moderation and maintain a healthy balance with technology use in the educational processBe aware of AI bias and monitor outputs for fairnessAvoid over-reliance on AI for sensitive or evaluative tasksContinually assess the quality and impact of AI in the classroom
Staff Training & Support	<ul style="list-style-type: none">Engage in professional learning opportunities related to AI and digital citizenshipShare best practices with colleagues and site leaders

Ownership and Academic Dishonesty

If students or staff use AI generatively (e.g. they use AI to create something, not necessarily helping to search or save time), it should be cited. In other words, all members of the LCMSD community are expected to be transparent about the role AI plays in teaching and learning. Work created by AI should not be claimed as original. We believe that an independently thinking human should always be at the center of interactions with AI, and behavior must demonstrate this.

Furthermore, AI-generated content does not necessarily belong to the user for all forms of usage. Users are encouraged to read the user agreement of the sites they use to determine the rules regarding the content created. All users are expected to follow the Terms of Service and Privacy Policies of the sites they visit.

Mnemonic for Students: “TAPE Method”

This is an easy-to-remember graphic about the responsible use of GenAI.



Bias

Users of AI should be aware that some AI tools may contain bias and inaccuracies. Users are responsible for identifying and correcting those inaccuracies. Users should critically evaluate information generated by AI to identify bias. Users are expected to conduct further research, fact-check, and ask probing and clarifying questions of the AI to help reduce bias and ensure multiple points of view are represented.

Citing Generative AI

According to current citation conventions, content paraphrased, quoted, or otherwise incorporated into one's work should be cited; this also includes AI content such as text, images, data, or other media. When applicable, citations should include the prompt or link to their conversation. When using a generative AI tool, citation formats of the Modern Language Association (MLA) or the American Psychological Association (APA) shall be used by students and staff as needed:

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

Works Cited

MLA Citation Style

Title of Source
(Prompt)



- **Formatting:** Double-space your reference list and use a half-inch hanging indent for each entry.
- **Parenthetical citation:** Shorten prompt to three words ("Describe the symbolism")

"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

References

APA Citation Style

- **Formatting:** Double-space your reference list and use a half-inch hanging indent for each entry.
- **Parenthetical citation:** (OpenAI, 2023)

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



Author(s)



Date



Title



Model Description



URL

Privacy

The Larkspur-Corte Madera School District is committed to ensuring the privacy and security of all individuals within our educational community. As part of our dedication to maintaining the highest standard of ethical conduct and protecting sensitive information, the following information should be followed in addition to adhering to all Board Policies around data privacy.

Policies and systems about AI must acknowledge the significance of student data and prioritize their privacy in a manner that is both protective and empowering. Student data encompasses not only the content they generate but also information gathered about them and insights derived through

algorithms. Users of Open AI 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.

Assessment

It is expected that AI will change how teachers assess student learning. These changes needed to assessment practices align with the LCMSD Graduate Portrait elements. Assessment practices should:

- allow students to demonstrate what they know, understand, or can perform
- allow teachers to evaluate the progress of learning and understanding based on adopted course standards and competencies
- allow students to demonstrate their learning through a variety of assessment methods that are varied, valid, reliable, consistent, and yield meaningful results

Assessment guidance should clarify to what extent the use of AI will be allowed and for what purposes. Assessments or projects that do not require providing evidence of work along the process toward the product (e.g., submitting final high-stakes essays without drafts) are vulnerable to the unethical use of AI. To avoid this, teachers are encouraged to collect samples of student work along the way to create a trail of evidence that can be referred to when academic honesty is being called into question.

Role of the Teacher

Teachers have a responsibility to use AI to improve and personalize teaching and learning and to model the appropriate use of AI tools. Teachers should take advantage of professional development opportunities to learn and improve their skills with AI tools.

Teachers should develop assessments that personalize student's ability to demonstrate their learning. Teachers should discuss what the responsible use of AI looks like in their classroom and on any given learning task or assessment and make expectations clear.

References

Guidance was modeled after [Pewaukee School District AI Guidance for Staff and Students](#)

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