



# Artificial Intelligence Handbook

## For Seattle Public Schools

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The SPS Artificial Intelligence (AI) Handbook aims to provide a comprehensive guide for integrating AI into the SPS educational environment. It outlines the benefits of AI in personalizing learning, supporting diverse student needs, and enhancing efficiency. The document emphasizes the importance of community support, equitable access to AI tools, and maintaining a safe and ethical AI environment. It also includes guidelines for responsible AI use, protecting student privacy, and addressing AI misuse. Overall, the handbook seeks to ensure that AI is used effectively and ethically to improve educational outcomes for all students.

## 1. Introduction

### What is AI?

Artificial Intelligence or AI is a branch of computer science that focuses on creating machines and software that can perform tasks that usually require human intelligence.

Artificial Intelligence, or AI, is a part of computer science that works on developing machines and software to perform tasks that typically need human thinking and decision-making. It focuses on creating and using smart tools that can help with things like learning, problem-solving, and making choices.

### AI impact in Education

AI is changing education by making learning more personalized and interactive. For example, AI can help teachers create lessons that fit each student's needs, making it easier for everyone to understand the material. It can also provide instant feedback on assignments, so students know what they need to improve right away. Additionally, AI tools can help teachers with administrative tasks, giving them more time to focus on teaching.

AI holds significant potential to transform the educational experience in the classroom by personalizing learning, providing real-time feedback, and enhancing student engagement through interactive tools and resources.

### Our Goals with AI in School

- **Personalized Learning** – AI can help create lessons that fit each student's unique needs. This could mean explaining a math problem several different ways or creating specific problems to help students increase their understanding and close knowledge gaps.
- **Inclusive Education** – AI can support students from different backgrounds by offering tools like language translation and speech recognition. This helps students who speak different languages or have different learning styles to participate fully in class and feel included.
- **Culturally Responsive Teaching** – AI can help teachers create lessons that reflect the diverse cultures of their students. This means using examples, stories, and materials from various cultures to make learning more relatable and respectful of everyone's background.
- **Supports Student-Centered High-Quality Instruction**- Educators and students should use AI in ways that center student experiences, learning, thinking, and creativity. Additionally, while AI technology can provide significant assistance in educational settings, it is crucial for teachers to refrain from using AI for grading. AI cannot substitute the educator's understanding of their students' abilities and the personalized feedback necessary for fostering student growth.

## 2. Community Support and Resources

### Learn about AI Together

SPS is focused on fostering community support and providing resources for learning about AI by creating a collaborative environment where students, teachers, parents, and local organizations work together. This can be achieved through workshops with AI experts, access to educational resources, projects applying AI to real-

world problems, and engaging parents through informational sessions. These strategies collectively empower everyone to learn about AI together.

### **Find AI Learning Materials**

Please refer to the public AI website <https://www.seattleschools.org/AI> or if you're an employee use the internal web resources.

## 3. Equal Educational Opportunities

### **Encourage Everyone to Learn AI**

Decisions to use AI tools will be based on whether they significantly benefit student learning and if any risks can be adequately mitigated. AI tools can be used to aid learning, provide additional resources, and support research. However, they should be used thoughtfully and not as a replacement when a learning opportunity requires critical thinking, original idea creation, deep understanding, or thorough evaluation.

### **Make AI Accessible to All**

If AI tools are required in courses, they should be available and accessible to all users, to prevent disparities in learning opportunities and future career-connected learning pathways. Accommodations should be made to ensure equitable access to approved AI tools that support teaching and learning.

### **Support Diverse Groups with AI**

Efforts will be made to assess and address any risks of biased information produced by AI tools. Educators should identify how AI can show bias and lack representation. They must review AI use through an actively anti-racist educator lens and discuss these implications with students to identify paths for students to reflect on and address these issues.

## 4. Create a Safe AI Environment

### **Keep data private**

When using AI protect personally identifiable information (PII). Do not share any PII, including name, birth date, address, phone number, social security number, or other financial or confidential information. When asked to provide information think about whether that information is really needed by the requester. Always make sure there's a written agreement in place about how that information can be used.

### **Choose Trustworthy AI Tools**

We carefully select AI tools that protect our students' privacy. Any outside companies we work with must follow strict data protection rules and comply with FERPA (a law that protects student information).

### **Think Before You Share**

Before giving any student information to an AI tool, ask yourself, "Does it really need to know this?" Don't share anything that's not necessary – it's like keeping secrets safe with a good friend.

### **"Free" AI Tools Might Not Be Free**

Be careful with AI tools that are free to use. They might collect information about your students, like their messages, files, and feedback. It's like talking to a stranger on the bus – you don't know where your words might end up.

## **Protect Student Privacy**

When using any AI tool, especially free ones, consider turning off the chat history. This way, your students' conversations won't be saved or used to train the AI. It's like having a private conversation that stays between you and the AI.

## **5. AI Misuse Guidelines**

### **Communication is critical**

AI tools can enhance learning and foster 21st century skills, but all work using AI tools must center student thinking, creativity, and experiences. Educators should state a clear policy on AI use for their classroom and/or school in syllabus or class rules. They must share this information with students and families, so that they are aware of when and how it is and is not acceptable to use AI in your classroom.

### **AI Misuse**

Academic Dishonesty/Plagiarism is the deliberate submission of others' work as one's own or aiding another in such conduct, along with unauthorized use of sources, as outlined in the SPS's Student Rights and Responsibilities Handbook. Unauthorized use of AI or ChatGPT without proper citation is considered a breach of this policy, leading to potential disciplinary action.

The SPS Discipline Matrix provides for either a classroom-based or school-based response (excluding exclusion) for instances of academic dishonesty/plagiarism. It is recommended that schools revise their discipline policies and student handbooks to explicitly address the unauthorized utilization of AI tools.

### **AI Detectors**

SPS does not support the use of AI detectors to identify plagiarism or academic dishonesty, since they can [produce false positives and false negatives](#) which can damage relationships. Instead, use your professional knowledge of students' voice, writing development, and classwork to identify academic dishonesty. Educators should consider updating assignments to be more AI-resistant through the suggestions from the [University of Chicago](#) and [Carleton College](#).

## **6. Responsible Use of AI**

### **Student Rights with AI**

Students may use AI on an assignment if the classroom teacher permits. If the teacher has not specifically indicated whether AI is recommended or permitted for an assignment, the student should ask before using AI.

### **Types of AI Permission Levels**

#### AI Recommended

AI is recommended for use in completing this assignment or project. Students are encouraged to explore AI tools and techniques to enhance their work. Properly cite any AI-generated work products.

#### AI Permitted

AI is permitted but not required for completing this assignment or project. Students can choose to use AI tools and techniques if they believe it will improve their work. Properly cite any AI-generated work products.

## AI Restricted

AI use in completing this assignment or project is restricted. Students are expected to complete the work using only their own knowledge and skills.

## **Use AI Responsibly**

- **Use AI ethically:** Use AI tools and techniques in a responsible, ethical, and respectful manner. This includes not using AI to cheat, plagiarize, or gain an unfair advantage. Do not use AI to generate offensive, inappropriate, or harmful content.
- **Understand the limitations of AI:** Understand the limitations of AI and recognize that it is not a substitute for critical thinking, creativity, and problem-solving skills.
- **Consider the potential biases of AI:** Be aware that AI tools and techniques may be biased and take steps to mitigate bias when using AI.
- **Check sources generated by AI:** AI is not perfect, has been known to create inaccurate information, and can be used to create misinformation and disinformation. Use SIFT research skills (Stop, Investigate the Source, Find Better Coverage & Trace to the Original Context) to check sources and find independent facts to confirm AI-generated content.
- **Provide attribution:** When using AI tools and techniques, provide proper attribution and credit to the source of the tool or technique.
- **Seek guidance when in doubt:** When you are unsure whether the use of AI is appropriate for a particular assignment or project, staff should seek guidance from your building administration, students should seek guidance from the educator.

## 7. How We Know AI is Working

### **How We Know AI is Working**

AI is working when it can perform tasks that typically need human experience. At SPS, AI might help teachers by reviewing writing quickly, suggesting personalized learning activities for students, or creating project synopsis using the latest project management framework. We know AI works well when it can do these tasks accurately and efficiently, making things easier for both teachers, students, and support staff. If students are growing and learning and teachers have more time to help students, it's a good sign that AI is doing its job effectively. SPS may send out surveys to assess how well AI is assisting our staff and students.

### **Success Stories with AI**

Please contact [techline@seattleschools.org](mailto:techline@seattleschools.org) with your success stories!

## 8. Contact Information for Ethical Concerns

### **Reporting AI Ethical Issues**

If you have questions or concerns about AI: Speak Up! If you're worried about how AI is being used in our schools, we want to hear from you. Whether it's about privacy, fairness, or anything else, don't be afraid to ask questions or share your concerns. Your voice is important! You can submit questions via the SPS AI webpage (<https://www.seattleschools.org/ai/>).

### **Who to Contact for Help**

If you need help with something related to AI, here are some people you can reach out to:

- Your teachers or school counselor
- The school principal
- [Cybersecurity@seattleschools.org](mailto:Cybersecurity@seattleschools.org)

## **Resources for Ethical AI Use**

We want students and staff to use AI in a responsible and thoughtful way. Here are some places you can find more information:

<https://www.seattleschools.org/ai>

<https://www.seattleschools.org/student-portal/technology-supports-for-families/digital-tools/ai-tools/#faq>