



BONITA UNIFIED SCHOOL DISTRICT

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AI Usage Guidelines

Core Principles for All Users

1. Responsible & Ethical Use
 - **Maintain AI Literacy:** As AI technology and safety standards evolve, staying updated on AI within education and best practices is crucial. Continuous education is key to ensure usage remains both safe and relevant.

Guidelines for Students

Your Responsibility:

- Follow your teacher's instructions. Each teacher will specify if and how AI may be used—or if permitted at all—for their assignments.
- Cite your sources. If you use AI for assistance, you must be transparent about it. Your teacher will provide instructions on how to cite AI sources properly.
- Protect personal information. To stay safe, don't share personal details like names, addresses, or student IDs. If you wouldn't want a stranger to see it, don't type it in.

You MAY use AI to:

- Practice skills or quiz yourself on concepts.

You may NOT use AI to:

- Write or complete assignments for you.
- Create or copy content that you pass off as your own without proper citation

Guidelines for Staff

As educators, our role is to guide students in the responsible use of technology and to model ethical practices.

We MAY use AI to:

- Streamline administrative tasks like drafting emails or creating announcements.
- Stay current with educational research and innovative strategies.

Our Responsibility:

Human Review: All AI-generated content (e.g., lesson plans, quizzes, texts, emails, etc.) must be thoroughly reviewed fact-checked, and edited for accuracy, bias, and pedagogical soundness.

Privacy Compliance: Do not enter any PII (personally identifiable information) or confidential information into AI systems. Use district-approved tools that comply with FERPA and other privacy laws.

By working together, we can unlock the potential of AI to create a safe, dynamic, and effective learning environment for everyone in Bonita Unified.

"Preparing Every Student To Live Their Purpose"

AI Traffic Light

A Student's Guide to Responsible AI Use

