



# AI Guidance & Integration Framework

## Comprehensive Manual for Students, Staff, and Administrators



### I. CISD Vision & Core Principles

At Calhoun Intermediate School District, we recognize Artificial Intelligence as a transformative technology rapidly reshaping the global workforce. We are committed to fostering AI literacy for staff and students through safe, ethical, and meaningful integration that prepares our students for the future of work.

Our approach to AI integration is guided by the Calhoun ISD [Board Policy 4229 - Acceptable Use of Generative Artificial Intelligence](#), which establishes expectations for the responsible, ethical and secure use of generative AI by staff. All use of generative AI in district programs, professional learning and instructional practice should align with this policy to ensure the protection of privacy, data security, intellectual integrity and educational excellence.

### Foundational Principles (The CISD AI Bill of Rights)

1. **Student and Educator Empowerment:** AI enhances human intelligence, creativity, and efficiency; it does not replace the essential role of the educator or diminish student learning outcomes.
2. **Equity and Access:** We strive for equitable access to AI tools and training while actively working to mitigate algorithmic biases.
3. **Transparency and Literacy:** Stakeholders will be informed about which tools are used, how they work, and their limitations.
4. **Data Privacy and Security:** All usage must strictly comply with FERPA, COPPA, and Michigan's **SOPPA** (Student Online Personal Protection Act), ensuring the absolute protection of Personally Identifiable Information (PII).

**Our Core Principle:** AI is a collaborator and thought partner, but it **never replaces** the human interactions, empathy, and professional judgment that define high-quality instruction and professionalism.



### II. Strategic Frameworks

To ensure a cohesive district-wide approach, we utilize two evidence-based frameworks to



guide our usage.

## The SEE Framework (Organizational & Staff Lens)

We vet every platform and professional practice through the **SEE** lens:

- **S — Safe:** We prioritize student data privacy and data ownership (preventing CISD data from training public models).
- **E — Ethical:** We maintain transparency in AI use and address bias.
- **E — Effective:** We only adopt tools that demonstrably improve learning or operational efficiency.

## The EVERY Framework (Student & Classroom Lens)

Students follow this checklist for all AI-assisted assignments:

- **E — Evaluate:** Determine if AI is the right tool for the specific task.
- **V — Verify:** Fact-check and verify the accuracy of all AI-generated outputs.
- **E — Edit:** Personalize the content to reflect your unique voice.
- **R — Report & Reveal:** Clearly cite and disclose when and how AI was utilized.
- **Y — Your Work:** The final submission must be fundamentally your own original thinking.

## III. For Students: Learning with Integrity

AI should support learning through individualized experiences that deepen understanding.

### Developmental Scope & Sequence (PK-12 Roadmap)

- **Early Elementary (PK-1) | AI Aware:** Focus on modeling of appropriate AI usage. Access is teacher only; students do not have individual accounts.
- **Elementary (2-5) | AI-Aware:** Focus on modeling and identifying AI in daily life. Access is **Teacher-Led only**; students do not have individual accounts.
- **Middle (6-8) | AI-Exploratory:** Students use district-approved "**walled-garden**" tools (e.g., SchoolAI) under direct teacher supervision.
- **High (9-12) | AI-Fluent:** Students move into **Expanded Usage** in district-managed, FERPA-safe environments (e.g., Gemini Education) to build career-ready skills.

### Student Usage Guidelines

|                                                                                                                    |                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|  <b>Acceptable (Encouraged)</b> |  <b>Unacceptable (Prohibited)</b> |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                           |                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>The "Study Partner":</b> Synthesizing and summarizing lengthy or multiple texts <b>after reading</b> , or generating study and practice materials to support learning. | <b>The "Ghostwriter":</b> Submitting AI-generated essays, code, or creative work as your original effort. |
| <b>The "Spark":</b> Brainstorming initial topic or project ideas.                                                                                                         | <b>"Cheating the System":</b> Using AI to bypass required learning (e.g., generating homework answers).   |

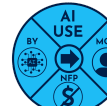
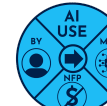
### Disclosure Expectations:

All students will add a disclosure statement, attribution label or citation, as appropriate to their grade, usage, and assignment.

- *"I used [Tool Name] to assist with [brainstorming/outlining]. All final writing and analysis are my own original work."*
- *Use of AI Trust you (Google Extension) by Instructors will help students to generate this text.*

### Attribution labels

Available via CISD Google Drive and Canva for Instructors to share with students as applicable.

| Attribution | Made by Humans no AI                                                                | Made by AI entirely, with little to no human input or editing                       | Made by AI, Modified by Humans                                                      | Made by Humans, modified by AI                                                        | Made by humans and AI in an iterative process                                         |
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## IV. For Educators & Staff: Innovation & Efficiency

Instructors are encouraged to use AI as a co-creator while maintaining a firm



"Human-in-the-Loop" stance.

## Staff Responsibilities

- **Verification:** Staff must verify all AI outputs for accuracy, appropriateness, pedagogy, and bias before classroom use.
- **Account Usage:** Staff are highly encouraged to use CISD Google Workspace tools. While personal accounts with data protections (e.g., paid ChatGPT) are not strictly prohibited, district security is prioritized.
- **Transparency:** Clearly communicate with families and students regarding permissible AI usage. Establish explicit guidelines for student disclosure, and maintain openness about educator use of AI in designing instructional materials.

## Prohibited Staff Actions

AI tools must **NOT** be used for:

1. **Automated Decision-Making:** Student placement, disciplinary actions, or final evaluations.
2. **Personal Data Input:** Entering Personally Identifiable Information, student grades, behavior records, or demographics into public AI tools.
3. **Deceptive Content:** Creating deepfakes, deceptive media, or inappropriate content.
4. **Using Unverified Content** — Generating curricula, lesson plans, instructional materials, or official communications without thorough human review and editing.

## Special Education & Data Guardrails

- **Strict PII Prohibition:** Staff are strictly prohibited from inputting student disability types, medical data, or specific IEP goals into any AI tool.
- **Generic Drafting Only:** AI may be used for generic goal structures, but must never be provided with specific student-identifying context.

## V. For Administrators: Oversight & Support

Administrators serve as the primary stewards of the **SEE** framework.

### Instructional & Building Leadership (CTE/Centers)

- **Incident Management:** Follow the **Oakland Schools Guide** for misuse, utilizing a **Restorative Practice** model.
- **The EVERY Reflection:** If misuse occurs, students should analyze their process and



resubmit work that meets ethical standards rather than receiving an automatic zero.

## Departmental & ISD Leadership (Staff-Facing)

- **Operational Strategy:** Identify high-volume administrative tasks for automation to free up staff for human-centric work.
- **Compliance:** Regularly audit departmental workflows to ensure the "No PII" rule is strictly maintained.
- **Legal/Policy Guardrail:** AI must **NOT** be used to create legal, contractual, or formal policy documents without administrative/legal review.



## VI. For Parents: Transparency & Safety

We believe transparency builds trust. The district commits to:

- **Tool Transparency:** Sustaining a transparent and public authorization protocol for AI applications and platforms, alongside internal documentation regarding evaluation statuses. A list detailing authorized tools can be made available upon request.
- **Vetting Standards:** Only approving tools that comply with FERPA, COPPA, and SOPPA, and have an explicit educational purpose.
- **AUP Integration:** Ensuring the annual [Acceptable Use Policy](#) explicitly covers AI usage rights and responsibilities.



## VII. Technology: Safety & Vetting Protocol

Technology staff act as the gatekeepers of our digital ecosystem.

**Vetting Rubric:** Tools are evaluated based on:

1. **SOPPA/FERPA/COPPA** compliance.
2. **Data Ownership:** Ensuring CISD data is not used to train public models.
3. **Age Requirements:** Verification of 13+ status or parental consent requirements.
4. **Instructional Value:** Enriches the learning experience by delivering unique educational benefits tailored to the needs of both teachers and students

**New Tool Request:** Staff must submit a Help Desk Ticket answering:

- Is it for teacher or student use?
- What unique educational gap does this tool fill?
- Has the privacy policy been reviewed for FERPA and COPPA?



## VIII. Review & Maintenance



- **Living Document:** This framework will be updated annually to reflect technological and legal changes.
- **Audit Cycle:** The **CISD AI Committee** will formally review the tech stack and guidelines every six months.

| CISD AI Committee Member | Department                          |
|--------------------------|-------------------------------------|
| CACC Principal           | Career & Technical Education        |
| Assistant Superintendent | Early Childhood                     |
| Assistant Superintendent | Human Resources                     |
| Director                 | Legislation & Education Policy      |
| Assistant Superintendent | Regional Instructional Services     |
| Assistant Superintendent | Regional Technology & Data Services |
| REMC12E Director         | Regional Technology & Data Services |
| Assistant Superintendent | Special Education                   |

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*Safety Guardrail: Never enter PII (Personally Identifiable Information) into non-vetted AI tools.*