Bullock Creek School District

Artificial Intelligence (AI) Usage Guidelines

Developed April 2026

Purpose and Guiding Vision

Bullock Creek School District recognizes artificial intelligence as a valuable tool to enhance teaching, learning, and administrative operations. These guidelines ensure the safe, ethical, and effective integration of AI across our district while protecting student privacy, maintaining academic integrity, and preserving the irreplaceable human relationships that form the foundation of education.

Our vision is clear: **AI can enhance human educators and student thinking; it never replaces them.** Teachers remain decision-makers. Students remain the primary learners. When used thoughtfully and responsibly, AI can help educators work more efficiently, engage students in meaningful learning, and provide personalized support that addresses diverse student needs.

We commit to responsible AI integration that:

- Protects student and staff privacy through vetted, secure platforms only
- Promotes digital citizenship and AI literacy for all
- Upholds academic integrity and honest work
- Enhances, rather than substitutes for, essential human interactions and learning
- Supports teachers in their vital roles as mentors, facilitators, and decision-makers
- Encourages students to think critically, apply skills authentically, and master core concepts
- Provides ongoing professional learning and support for all staff
- Fosters student engagement and authentic learning
- Reviews practices regularly and adapts guidelines as technology and policy evolve

Core Principles

Bullock Creek's approach to AI is guided by these foundational principles:

1. Equity & Access

All students and staff, regardless of background, ability, or learning preference, can access AI tools and support. We remove barriers to participation and promote inclusive AI literacy.

2. Human-Centered Responsibility

AI is a tool to enhance, not determine, decisions, learning outcomes, and creativity. Educators and students retain final responsibility for their work, judgments, and ethical choices.

3. Privacy & Data Protection

No personally identifiable student or staff information is entered into any AI tool unless it is formally approved by the district and demonstrates compliance with FERPA, COPPA, IDEA, Section 504, and all applicable privacy laws.

4. Academic Integrity & Authentic Learning

AI use must serve clear learning goals, develop critical thinking, encourage originality, and enhance, not diminish, authentic student learning. Honesty, fairness, and responsibility remain non-negotiable.

5. Transparency & Clarity

AI use must be visible and accountable. Students and staff must identify when and how AI is used, provide clear citations, and communicate honestly about AI's role in any work produced. Clear guidelines reduce confusion and ensure consistent practices across the district.

6. Ongoing Learning & Adaptation

The district commits to providing staff training, updating policies, and gathering feedback to ensure guidelines remain relevant and effective. We will review our practices regularly and adapt our guidelines as technology, ethics, and state or federal policies evolve to ensure our community is always protected and prepared.

7. Student Mastery & Critical Thinking

AI integration is designed to foster student engagement and authentic learning. We encourage students to use technology as a catalyst to think critically, apply skills in real-world contexts, and achieve true mastery of core concepts.

Definitions

Artificial Intelligence (AI): Software systems using machine learning, data analysis, or neural networks to perform tasks typically requiring human intelligence. Includes, but is not limited to, chatbots, text generators, image creators, data analysis tools, plagiarism detectors, recommendation systems, and automated grading platforms.
Generative AI (GenAI): AI systems designed to create new, original content such as text, images, lesson plans, rubrics, summaries, outlines, or feedback based on user input (prompts).
AI-Assisted Work: When a staff member or student uses an AI tool at any stage of a task, brainstorming, drafting, revising, editing, analyzing data, creating visuals, or producing final work in combination with human effort and judgment.
District-Approved AI Tool: An AI platform or application formally approved by Bullock Creek School District administration and IT. Approval is based on documented compliance with privacy standards, data security, age-appropriateness, accessibility, instructional value, and legal requirements (FERPA, COPPA, IDEA, Section 504, Michigan student data privacy laws).

Staff (Educators & District Personnel) Guidelines

A. Acceptable and Meaningful Uses

Generative AI technologies present valuable opportunities to improve efficiency and productivity for Bullock Creek staff. Within our district, AI should be used to support the vital human aspects of teaching and learning, not to replace them. Staff are encouraged to thoughtfully incorporate AI into their work, always ensuring it enhances their professional expertise and connections with students.

Here are some ways staff can meaningfully use AI in their daily roles:

- **Idea Generator**: Educators can use AI to brainstorm, refresh lesson plans, generate new project ideas, and tackle challenges in the classroom.
- **Resource Developer**: AI can help create engaging instructional resources, including presentations, activities, projects, and interactive materials.
- **Administrative Helper**: By automating routine tasks—such as drafting communications, compiling newsletters, or building rubrics—AI allows staff to dedicate more time to instructional planning and student engagement.
- **Differentiation Support**: AI can suggest individualized lesson plans, create diagrams or charts, and tailor activities to meet the diverse needs and skills of students.
- **Professional Growth Resource**: AI can recommend instructional practices, offer customized professional development suggestions, and help foster collaboration across subjects or teams.

B. Privacy, Data Security & Legal Compliance

Non-Negotiable Rules

1. **Always log into your Bullock Creek School District account** when using district-approved platforms. Personal email should not be used with student data.
2. **Do not input personally identifiable student or staff information into any external AI tool unless it is formally approved by the district.** These examples could include: names, ID numbers, grades, addresses, health data, IEP/504 details, special education status, race/ethnicity, and religious affiliation.
3. **When in doubt, ask.** Contact building administration before using a new tool or inputting any data.

C. Professional Learning & Ongoing Support

Bullock Creek School District will provide (as needed):

- Workshops on responsible AI integration and best practices
- Training on review of data privacy, ethical use, and academic integrity
- Updates on changing laws, district policies, and reputable tools

Staff are expected to participate in professional development and remain up-to-date on AI advances, risks, and guidelines.

D. Prohibited or Restricted Uses

Staff must NOT:

- Use AI as the sole determinant in high-stakes decisions: grading, student placement, special education eligibility, discipline, or staff evaluation. Human judgment, context, and professional expertise are essential.
- Require or allow student use of unapproved, unvetted, or untested AI tools.
- Input sensitive student or staff data into any tool that is not formally district-approved and demonstrably secure.
- Substitute AI for human empathy, judgment, or communication in matters of student welfare, behavior concerns, or discipline.
- Use AI to create content that promotes bias, stereotypes, misinformation, or disrespect toward any person or group.
- Over-automate instruction in ways that reduce meaningful student-teacher interaction, peer collaboration, or hands-on learning.
- Rely solely on AI plagiarism or cheating detectors as evidence of academic dishonesty. Use detectors as screening tools only, paired with human review of student drafts and process documentation.
- Fail to review work created with AI without adding your professional judgment and human review.

Student Guidelines

A. When AI Use Is Permitted

Default Rule: Students may use AI only when explicitly authorized by the teacher in assignment instructions, rubrics, course guidelines, or classroom discussion. **Absence of clear guidance means AI use is not permitted. (Level 0)**

Teacher Responsibility: Teachers will clearly communicate

- If AI use is permitted
- The level of AI assistance allowed
- How students must disclose or cite AI use

Student Responsibility: Students will follow all guidelines and ask for clarification if they are unsure.

B. AI Use Levels (Tiered Scale for Teachers to Assign)

Teachers will assign one of the following levels for each task or assignment:

Level	***Description***	***Disclosure Requirement***
Level 0: No AI Assistance	Work is 100% original student effort. Students may not use any AI tools.	None
Level 1: AI-Assisted Brainstorming/Ideation Only	AI may be used only to gather ideas and inspiration. All drafting, writing, analysis, and final work must be student-produced.	Brief acknowledgment: "I brainstormed ideas using [AI tool]." Evidence may be required.
Level 2: AI-Supported Drafting/Editing	AI may help generate initial drafts or suggest revisions. Students must substantially revise, personalize, and reflect on the content.	Clear citation: "Initial draft created with [AI tool] on [date]; revised and personalized by [student name]."
Level 3: AI-Collaborative/Co-Creation	AI-generated portions may be used if the student critically evaluates, edits, and integrates them with original student analysis. Student contribution must be substantial.	Full citation for all AI-generated material and an explicit statement of the student's personal contribution.

*Instructional Considerations

- **In elementary grades (K–5):** Direct student use of generative AI should be teacher-led. Teachers control access, provide structured prompts, supervise interactions, and ensure age-appropriate use.
- **In secondary grades (6–12):** Direct student use of generative AI should be

teacher-directed with structured prompts, supervision, and age-appropriate guidance.

C. Academic Integrity and Citation

Citation Requirement: Any AI-generated content must be cited with the AI tool name, date of use, and a brief description of what was asked.
Examples:

- **Brief Parenthetical Acknowledgement:** "I brainstormed ideas using Google Gemini."
- **Inline/Detailed Citation:** "This essay outline was initially drafted using [AI tool name] on [date] with the prompt '[your prompt here].' The outline was then reviewed, significantly revised, and personalized by [student name]."
- **For AI-Generated Media:** "Image created by [AI tool name] on [date] using the prompt '[your prompt here].' Edited and annotated by [student name]."

Plagiarism: Submitting AI-generated work without proper citation or presenting it as solely the student's own original work is plagiarism and a violation of district policy. Consequences apply.
Misrepresentation: Failing to disclose AI assistance, falsely claiming AI output as original thought, or exaggerating the student's contribution is academic dishonesty. Consequences apply.
Verification & Process Documentation: Teachers may request:

- Prompt logs (screenshots of what the student asked the AI)
- Draft revisions (showing AI output and student edits side-by-side)
- Process reflections (student explains their thinking and use of AI)
- Comparison versions (AI-only output vs. student-revised versions)

Fact-Checking & Critical Evaluation: Students must understand that AI output can be incomplete, inaccurate, biased, outdated, or hallucinated. Students are responsible for:

- Verifying facts and claims against reliable sources
- Checking citations and references (AI often provides fake citations)
- Identifying bias in AI output
- Evaluating the relevance and quality of suggestions
- Applying critical thinking, never accepting AI output as truth

D. Privacy, Ethics, and Responsible Use

Student Privacy & Data Protection: Do not enter personal, peer, or staff data (names, addresses, grades, ID numbers, health information) into any non-secure or unapproved AI tool.
Responsible Conduct: Do not use AI to generate:

- Hate speech, slurs, or language that dehumanizes any person or group
- Harassment, bullying, threats, or defamation
- Misinformation, disinformation, or deepfakes
- Sexual, violent, graphic, or obscene content
- Anything that violates the Bullock Creek School District Code of Conduct
- AI-generated images of real people without consent

Consequences: Misuse of AI for harmful or disruptive purposes may result in disciplinary action, including grade penalties, loss of AI privileges, parent notification, detention, suspension, or expulsion.
Report Misuse: If you see someone using AI inappropriately, report it to a teacher, counselor,

or administrator.

E. Teacher Oversight, Support & Student Voice

- Teachers determine and communicate clear, specific guidelines for all AI use in their assignments and courses.
- Teachers may require both an AI-assisted submission and a "student-only" process version for comparison on major projects.
- Teachers may prohibit AI use for certain assessments, quizzes, exams, or skill-building activities where the learning goal is to assess independent skill.
- Teachers allowing the use of AI will provide feedback, helping students recognize when AI enhances learning vs. when it undermines authentic learning.
- Teachers allowing the use of AI will have conversations with students about the intent and value of AI use, helping them make intentional, ethical choices.
- Teachers allowing the use of AI will model transparent, responsible AI use in their own work.

Privacy & Data Protection

Student Data is Sacred

Bullock Creek School District is committed to protecting the privacy and security of all student and staff data. AI tools, while powerful, introduce new privacy considerations that must be carefully managed.

Non-Negotiable Data Protection Rules

1. **Use district-approved platforms only** for any work involving student data, instructional materials, or sensitive information.
2. **Use district email (@bcreek.org) only** for any work involving student data, instructional materials, or sensitive information.
3. **Never input personally identifiable information (PII) into external AI tools** unless the tool is formally approved by the district and documented to comply with FERPA, COPPA, IDEA, Section 504, and Michigan student data privacy laws.

Types of Data That Must Be Protected

Do not share the following information with any AI tool outside of district-approved platforms:

- **Personally Identifiable Information (PII):** Names, addresses, phone numbers, email addresses, social security numbers, student ID numbers, birthdates
- **Educational Records:** Grades, transcripts, class schedules, disciplinary records, special education status, IEPs
- **Health Information:** Medical records, health conditions, allergies, medication information, therapy records
- **Financial Information:** Family income, financial aid information, bank account details

- **Behavioral or Disciplinary Records:** Disciplinary actions, behavior reports, counseling records
- **Photos or Videos:** Images or recordings of students without explicit consent
- **Communication Logs:** Personal messages, emails, and communication with parents or guardians

Academic Integrity /Student Conduct

Academic integrity requires that all work submitted accurately reflects the student's own effort and learning. Plagiarism is defined as the use of another person's work, including AI-generated content, without appropriate acknowledgment and citation. Misrepresentation constitutes claiming AI-generated output as one's own original thought or labor. Unauthorized AI Use refers to the use of AI tools when explicitly prohibited by an instructor or when the assignment parameters do not permit it. Cheating is defined as employing AI to circumvent established learning objectives or violate assignment regulations. Any violation of these principles constitutes Academic Dishonesty.

Students are prohibited from submitting AI-generated work without proper citation. The use of AI tools to complete assignments designated as "Level 0: No AI" is strictly forbidden. Furthermore, inputting personally identifiable information of students or staff into unapproved AI platforms is not permitted. It is a violation of policy to generate AI content that breaches the district code of conduct, misrepresents the extent or nature of AI usage, or shares AI-generated material with the intent to harm, mock, or harass others. Violations of these AI guidelines will be addressed in accordance with established building student conduct investigation processes and may result in disciplinary consequences. ***Academic integrity and student conduct rules and guidelines can be found in building-level student handbooks***

Implementation, Oversight & Continuous Review

A. District AI Taskforce

Bullock Creek School District maintains an AI Taskforce responsible for:

- Vetting and approving new AI tools based on privacy, data security, age-appropriateness, accessibility, instructional value, and alignment with learning objectives
- Monitoring implementation across buildings and grade levels; gathering feedback from staff, students, and families
- Revising and updating these guidelines as needed based on feedback, emerging technology, legal changes, and best practices
- Addressing concerns about misuse, bias, security vulnerabilities, or unequal access
- Promoting equity by ensuring all students and staff have equitable access to approved tools and professional learning

- Communicating progress to the Board of Education, staff, students, and families

Taskforce Composition: Teachers, administrators, IT staff, special education specialists, school counselors, and family representatives. Student representation as needed.

B. Monitoring, Accountability & Report-a-Concern Process

Regular Check-ins:

- Building administrators will monitor AI use through classroom observations, work reviews, and conversations
- Data on AI tool usage will be reviewed to identify patterns and emerging issues

Data Privacy Audits: IT Department will conduct periodic audits to ensure:

- All approved tools are maintaining stated privacy and security standards
- And in compliance with FERPA, COPPA, IDEA, Section 504, and Michigan student data privacy laws

Report-a-Concern Channel:

Staff: https://1to1plus.com/login/Bullock_Creek_MI
Students/ Parents: support@bcreek.org

C. Annual Review & Policy Updates

These guidelines will be reviewed annually by the AI Taskforce. Updates will reflect feedback from staff, students, and families; emerging technology; legal changes; and educational research. Revised versions will be distributed to all stakeholders and posted on the district website.