Pacifica School District's Generative Artificial Intelligence (AI) Guidelines

"Artificial intelligence (AI) is rapidly transforming the modern world, driving innovation across industries, enhancing productivity, and reshaping the way we live and work. To ensure the United States remains a global leader in this technological revolution, we must provide our Nation's youth with opportunities to cultivate the skills and understanding necessary to use and create the next generation of AI technology." (White House, 2025).

The U.S. Department of Education identifies AI as driving two key shifts in educational technology:

- A shift from capturing data to detecting patterns in student learning.
- A shift from providing access to instructional resources to automating decisions about teaching and learning processes.

These shifts underscore the urgency for educators and institutions to approach AI with thoughtful policies that center human judgment, promote equity, and prioritize student success (U.S. Department of Education, 2023).

Artificial Intelligence Offers the Following to Public Schools

AI Supports Powerful Forms of Adaptivity and Personalization

According to research and federal guidance, AI can support new forms of adaptivity by adjusting to students' learning processes in real time. Unlike conventional tools that react only to right or wrong answers, AI can tailor instructional responses based on a student's strategy, progress, or misconceptions, helping personalize the learning experience (U.S. Department of Education, 2023; Stanford HAI, 2025).

AI Enables New Forms of Natural Interaction

AI enables students and educators to interact through speech, drawings, and gestures, not just typing or clicking. This allows more accessible, engaging learning, particularly for young learners, multilingual students, and those with disabilities (U.S. Department of Education, 2023).

AI Augments Teaching—Not Replaces It

The U.S. Department of Education encourages educators to view AI as a support system—not a substitute. AI tools can help with lesson planning, generate instructional content, and surface learning trends, while leaving core instructional decisions to teachers. This keeps human expertise at the heart of the classroom (U.S. Department of Education, 2023).

AI Expands Access and Promotes Educational Equity

While not explicitly stated in federal guidance, AI holds potential to expand access for historically underserved students by offering scalable, adaptive tools, provided such systems are developed and implemented responsibly.

Federal and academic sources stress the importance of preparing students to understand how AI works, including its limitations and ethical risks. Teaching AI literacy in schools empowers students to navigate misinformation, bias, and evolving technology with confidence (U.S. Department of Education, 2023; Stanford HAI, 2025).

Preparing Students for an AI-Dominated Future

AI is rapidly transforming global industries, research, and innovation, with the United States leading in the development of cutting-edge AI models and high-impact research. As AI becomes central to computer science, economics, and technology worldwide, students must gain foundational skills to understand, use, and contribute to this expanding field. Equipping students with AI literacy ensures they are prepared to compete, collaborate, and lead in a workforce and society shaped by accelerating AI advancements (Stanford HAI, 2025).

Pacifica School District's Stance on AI Technology

Pacifica School District recognizes the transformative potential of artificial intelligence (AI) in education and is committed to implementing it responsibly, ethically, and equitably. In alignment with federal guidance and national research, the district views AI as a tool to support, not replace, educators, enhance student learning, and close opportunity gaps. AI technologies will be used to personalize instruction, reduce educator workload, and promote digital literacy, while always keeping human judgment at the center of educational decision-making.

Here at Pacifica School District, we encourage our staff and students to embrace new technologies and provide them with access to tools that enhance our community's learning and success. The district affirms the importance of transparency, data privacy, and ongoing professional development to ensure that AI tools serve all students fairly and effectively. As the use of AI grows across sectors, Pacifica School District aims to prepare its students not only to use these tools skillfully but also to understand their societal implications and participate confidently in an AI-powered world.

Staff Responsibilities & Expectations for AI Use

Pacifica School District holds all staff to the following expectations to ensure safe, ethical, and effective AI use in educational settings:

Ethical Use of AI

- AI tools should be used to enhance teaching and learning, not replace human creativity, professional judgment, or student effort.
- Staff must verify the accuracy of any AI-generated content before use.
- AI may not be used to generate false data, plagiarize content, or contribute to academic dishonesty.

Privacy and Data Protection

- Staff must comply with all local, state, and federal data privacy regulations when using AI tools.
- Any AI tool that requires personal data must receive prior approval from Pacifica School District.
- Personally identifiable or sensitive student information should never be shared with AI systems.

Academic Integrity and Guidance

- Teachers are expected to model academic honesty and teach students how to properly cite AI-generated content.
- Educators should guide students in understanding the differences between human-created and AI-generated work and emphasize critical evaluation.
- Staff must report and address any suspected misuse of AI in academic work.

AI Applications & Instructional Requirements

Use of AI in Teaching and Learning

Teachers may use AI tools in support of instructional practices, provided their use aligns with district-approved guidelines and instructional goals. Approved uses include:

- Lesson planning and instructional design
- Drafting teaching materials or classroom resources
- Supporting differentiated instruction and personalized learning pathways

Students may use AI tools in the learning process for:

- Research, brainstorming, and idea generation
- Outlining concepts and organizing content
- Practicing skills in writing, mathematics, coding, and other academic areas

Note: The use of AI to generate or complete assignments, projects, or assessments is prohibited without explicit teacher approval.

Instructional Integration and Digital Literacy

Educators are encouraged to integrate AI literacy into instruction to help students:

- Understand the basic functionality and limitations of AI systems
- Evaluate the accuracy, reliability, and source of AI-generated content

- Identify ethical concerns such as bias, misinformation, and fairness in AI tools

Data Use and District Compliance

Because inputs into Generative AI systems may be used to train or inform future outputs, all district users, including staff and students, must exercise caution and follow these data protection practices:

- Do not input any student information that is protected under FERPA or Education Law 2-d
- Do not input any staff or personnel information that is confidential or protected by law or district policy
- Only use GenAI platforms with students that are formally reviewed and approved by Pacifica School District for data security and educational compliance

Statement on AI Bias and Inaccurate Information

Pacifica School District acknowledges that AI-generated content can contain inaccurate, misleading, or biased information. These issues often arise from limitations in the data used to train AI systems or from embedded societal biases. As such:

- All AI-generated material must be critically reviewed before instructional or academic use.
- Staff and students must be cautious when interpreting AI results, particularly when they involve sensitive, historical, cultural, or scientific content.
- The district commits to ongoing evaluation of approved AI tools and encourages open dialogue among educators, students, and families to raise concerns or identify risks related to bias or misinformation.

References

1. White House. *Advancing Artificial Intelligence Education for American Youth* (Executive Order). April 23, 2025. https://www.whitehouse.gov/presidential-actions/2025/04/advancing-artificial-intelligence-education-for-american-youth/

2. U.S. Department of Education. *Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations*. Office of Educational Technology, 2023. https://www.ed.gov/sites/ed/files/documents/ai-report/ai-report.pdf

3. Stanford Institute for Human-Centered AI. *AI Index Report 2025: Chapter 7 – Education*. Stanford University, 2025. https://hai.stanford.edu/ai-index/2025-ai-index-report/education