

TITLE: Guidelines for the Authorized Use of Artificial Intelligence (AI) for District Employees, Students, and Associated Persons

ROUTING
All Employees
All Locations

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POLICY: In a digital age in which technology is evolving more quickly than ever before, the Los Angeles Unified School District (“LAUSD” or “District”) is continuously reassessing its procedures, policies, and safety measures to adapt to this changing landscape. This digital age has further evolved to incorporate the use of artificial intelligence (AI), including generative AI. Preparing students, staff, and families with the tools and skills needed in a digital age that utilizes AI is essential as there are important considerations for the successful use of AI. Artificial intelligence and generative AI can support personalized learning, enhance student achievement and engagement, increase access to information, and develop technological literacy. Effective use of AI can also increase the efficiency of the District’s non-instructional operations. LAUSD has identified opportunities to prepare students, staff, and families with clear information about AI technology use and further develop digital decision-making skills for learning and for life by fostering digital citizenship development.

LAUSD is committed to utilizing new AI technologies, in particular, generative AI, in an ethical, transparent, and responsible manner, while recognizing the importance of protecting student and employee privacy and ensuring that the use of these technologies is consistent with ethical and equitable considerations.

In developing the District’s AI policy, LAUSD prioritizes the safety and privacy of its students and staff as it seeks to aid and support them with modern technologies. Staff and students must be proactive about using

AI and ensuring the protection of confidential data and information in compliance with federal and state confidentiality laws.

MAJOR CHANGES: This is a new policy.

PURPOSE: The purpose of this bulletin is to provide guidelines regarding the use of AI technologies in LAUSD schools and offices. Since new federal and state guidance and legal developments continue to be released every day regarding the use of AI, this Bulletin is meant to serve as an initial policy framework. The District intends to update and supplement this policy to address new developments and specific uses.

BACKGROUND: While AI has existed for quite some time, generative AI is a set of relatively new technologies that leverage very large volumes of data along with machine learning techniques to produce content based on inputs from the users, known as prompts. The generated content can be written or visual. These tools are evolving rapidly and are still the subject of active research related to improving our understanding of how they work, and the impact of their use in the educational environment. These tools are not actually intelligence in the human sense, as they do not independently “know” things. Rather, they are sophisticated models that predict what the language, text, or video that satisfies the user’s prompt should be, based upon the word patterns and information contained in its database, on which it is “trained.” For purposes of this policy, the term “AI” is being used to encompass all AI generally, including generative AI.

LAUSD has reviewed this topic, engaged internal and external experts and stakeholders, and assessed policy and practice to understand the opportunities and concerns associated with the use of AI. Because of the impact and potential usefulness of AI, as well as the risks and dangers, the guidelines included in this Bulletin serve as an initial resource for District employees, students¹, families, and other adult stakeholders for their use of AI technologies in school environments or during school-related activities (“District Users”).

GUIDELINES: **I. INITIAL GUIDANCE FROM THE U.S. DEPARTMENT OF EDUCATION**

From the May 2023 report by the US Department of Education (DOE), Office of Educational Technology, *Artificial Intelligence and Future of*

¹ In accordance with the District’s Responsible Use Policy, students under the age of 13 are not permitted to use generative AI tools.

Teaching and Learning: Insights and Recommendations; educators were advised to prioritize developing trust and transparency when it comes to an augmented intelligence model where humans are kept in the loop with AI software. The DOE provided the following framework for districts in considering the use of AI in education:

Emphasize Humans in the Loop. When using various AI software, it is critical for all users – administration, teachers, parents, and students – to verify BOTH the data provided by the user and the data produced by the AI system to prevent the spread of false information or the citation of inaccurate or non-existent sources. Employees, students, and families must exercise control over AI software used in the school context in a hands-on method that ensures integrity and confidentiality of student and district information.

Align AI Models to a Shared Vision for Education. The use of AI models must align with District policies and LAUSD’s goals and guidelines to ensure a safe and accessible education for all its students. Emphasizing data privacy and minimizing bias must be prioritized when using AI software.

Design Using Modern Learning Principles. As technology advances, AI models have become more adaptive to individual learners' strengths. Modern learning principles encourage human regulation of any data provided to AI software, and human expertise is essential in establishing a fair and equitable use of these technologies.

Prioritize & Strengthen Trust. As AI software improves with time, it is important to prioritize the development of trust between users and the technologies.

Inform and Involve Educators. In order to maximize impact and support, AI use should be organized and monitored by District personnel who know the specifics of students’ needs and the areas for support.

Develop Education-Specific Guidelines and Guardrails. The scope of AI’s capabilities is expanding, which means that the District should be proactive about setting up boundaries and restrictions specific to educators and students’ needs.

II. CONSIDERATIONS PRIOR TO USE OF AI

Prior to use, adoption, or purchase of any AI tool, District staff should ensure that the AI tool has been approved by the District for data privacy, including any applicable confidentiality laws or regulations that may apply to the data; and security requirements. AI tools must be vetted by the following offices prior to approved use:

- Procurement Services
- Information Technology Services
- Sponsoring District Department
- Office of the General Counsel
- Office of Labor Relations
- Additional offices depending on content.

AI tools should be used as one of many supportive tools in the school and educational environment.

Prior to use of District-approved AI tools for administrative purposes, District divisions, departments or offices should develop specific guidelines consistent with this policy.

Prior to use of AI tools with students, District personnel should ensure:

- The AI tool is District-approved;
- Parent/legal guardian/educational rights holder consent is obtained for the use of specific apps, as required.

A. Ethical Considerations, Transparency and Accountability

When considering the use of AI tools, the District (as well as individual District Users, to the extent applicable) should:

1. Ensure the AI tool has been vetted for algorithms that may have issues with bias and inequities.
2. Confirm whether the AI model has been reviewed or audited for equity in operation. Confirm whether the tool has an International Society for Technology in Education (ISTE) Seal. The ISTE Seal identifies products that have been tested for quality and usability.
3. Acknowledge the use of AI. District Users should cite the particular AI Tool(s) used/cited when used and provide disclaimers if content cannot be verified, or potentially express bias.
4. Avoid using AI tools to generate content that is intended to misrepresent or mislead others.

5. Practice academic integrity and honesty. Refer to and comply with the District's Responsible Use Policy and the Parent/Student Handbook.

B. Data Privacy and Security

The District and individual District Users must ensure confidential, sensitive, and privileged information is protected when using AI. District users ***shall not share any confidential, sensitive, privileged or private information when using, prompting, or communicating with any AI tools.*** As described in LAUSD BUL-1077, Sensitive Information includes, but is not limited to, pupil records, employee personnel records, and health records, and such Sensitive Information requires additional safeguards.

District Users of AI tools must follow these data privacy and security guidelines:

1. Prioritize protecting your own and others' confidential and sensitive information, especially students' personal data.
2. Do not share your own or others' confidential, sensitive, or private information in AI prompts, including but not limited to pupil or employee record information or images, videos, or voice recordings. Bear in mind that AI tools generally take whatever users enter into a prompt and incorporate it into their systems/knowledge base for other uses.
3. Do not share non-public information and protected information without approval from the Office of the General Counsel (OGC), the Office of Data and Accountability (ODA), and Procurement Services Division (PSD). See BUL-1077.2 regarding the District's information protection policy and BUL-6887.1 regarding LAUSD's pupil records confidentiality policy.
4. Ensure that AI results used in District Information Systems are reviewed for any imbedded malware.
5. District Users must comply with all applicable IT data security and data retention policies and procedures.

C. Access and Equity to Instructional Use

In order to safeguard access and promote equity in the use of AI, the District should:

1. Ensure students receive equitable access to devices and internet connectivity to appropriately use digital tools, including approved AI tools.
2. Ensure all District Users receive information regarding the Responsible Use of Technology to ensure informed use and consistent communication of expectations.
3. Establish guardrails to ensure authentic student work is submitted for grading purposes.
4. Offer students ample opportunities to complete the Schoology Course on digital citizenship and responsible use of generative AI tools.
5. Document student course completion of responsible use of generative AI tools on MiSiS for students ages 13 and above.

D. Training and Professional Development

1. Provide educators a continuum of professional development on the use of AI that includes understanding the big ideas and concepts of AI, ethical considerations in using AI tools and platforms, and the effective application and integration of AI-powered tools and platforms for lesson planning, lesson delivery, and personalized learning.
2. Develop professional learning supports both synchronously and asynchronously that leverage generative AI for teaching and learning, built on the foundations of digital citizenship for effective and ethical use of AI tools and systems.
3. Mandatory annual employee and staff certification in MyPLN.
4. Guidance on developing a syllabus to distinguish when it is appropriate for students to use generative AI.

E. Citation, Referencing, & Copyrighted Material

District Users should take steps to ensure that their use of AI tools does not violate intellectual property protections as well as academic integrity standards, including, but not limited to the following:

1. Do not share copyrighted materials in AI prompts.
2. Do not share proprietary software code in AI prompts.
3. Ensure that the authorized use of AI tools in any work product (assignment, presentation, etc.) is appropriately cited and referenced. All District Users should use a reference note (e.g., a footnote, endnote, etc.) to clearly state that generative AI was

used to create or generate the content, including identification of the version and type of model that was used. Users should utilize appropriate citation guidelines to refer to any use of AI.²

F. Accuracy and Credibility

To ensure accuracy and credibility, District Users of AI tools should integrate and use AI tools with caution and closely review all content generated by AI, especially if it will be used in public communication, teaching, decision making, and/or student work product.

While AI tools can rapidly produce clear and well-written prose, the information and content may be inaccurate, outdated, or simply made up. For example, AI “hallucinations” have been observed in content from generative AI, and can be difficult to distinguish from accurate, reliable content. It is each District User’s responsibility to verify that the information they are using and sharing is accurate.

District users, in verifying information from AI tools, should:

1. Be mindful that AI tools can create false facts, statements, or sources.
2. Check for inaccurate information including links and references to events and facts.
3. Independently research and confirm the information and work produced by the AI tool using other sources. Do not solely rely on AI research.
4. Be mindful of bias in the positions or information provided, including the perpetuation of stereotypes or the exclusion of specific perspectives.

The District seeks to ensure that vulnerable populations are not harmed by these technologies and that the use of these technologies comply with the District’s Nondiscrimination Policy. Protected categories (populations) in the District’s Nondiscrimination Policy include but are not limited to actual or perceived race or ethnicity, gender/sex, sexual orientation, religion, color, national origin, ancestry, immigration status, physical or mental disability, medical

² See <https://www.normandale.edu/files/documents/library/ai-mla.pdf>

[https://rmit.libguides.com/referencing_AI_tools#:~:text=For%20in%2Dtext%20citations%2C%20use,model%20that%20you%20have%20used.&text=*Note%3A%20when%20the%20publisher%20and,\(2023\).](https://rmit.libguides.com/referencing_AI_tools#:~:text=For%20in%2Dtext%20citations%2C%20use,model%20that%20you%20have%20used.&text=*Note%3A%20when%20the%20publisher%20and,(2023).)
<https://dal.ca.libguides.com/CitationStyleGuide/citing-ai#:~:text=as%20recommendations%20evolve-.APA%20style.entry%20on%20the%20References%20list>

condition, military and veteran status, marital status, age, genetic information, political belief or affiliation, as well as a person's association with a person or group with one or more of these actual or perceived characteristics. Be aware of how these actual or perceived characteristics could be portrayed or impacted by the content produced. Further, using any AI tool to access, create, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or could be construed as harassment or disparagement of others based on one of the protected categories set forth above is a violation of policy.

AUTHORITY: This is a policy of the Superintendent of Schools.

RELATED RESOURCES: [BUL-999.15, Responsible Use Policy \(RUP\) For District Computer and Network Systems](#)

Los Angeles Unified School District Parent Student Handbook, <https://www.lausd.org/Page/17131>

Los Angeles Unified School District AI Website
<https://www.lausd.org/artificialintelligence>

[BUL-6399.2, Social Media Policy for Students](#)

[BUL-5688.2, Social Media Policy for Employees and Associated Persons](#)

[BUL-046982.1, Compliance with Title II of the Americans with Disabilities Act \(ADA\)](#)

[BUL-1077.2, Information Protection Policy](#)

[BUL-6612.1, Non-Discrimination and Anti-Harassment \(Including Sexual Harassment\) Policy and Complaint Procedure](#)

[BUL-6887.1, Pupil Records: Access, Confidentiality, and Notice of Educational Rights](#)

[BUL 716.1, Compliance with the 1976 United States Copyright Law – Computer Software](#)

[LAUSD Employee Code of Ethics](#)

President Joseph R. Biden Jr., *Executive Order 14110: Safe, Secure, and Trustworthy Development and Use of Artificial Intelligence*.

88 Fed. Reg. 75191 (October 30, 2023).

<https://www.federalregister.gov/documents/2023/11/01/2023-24283/safe-secure-and-trustworthy-development-and-use-of-artificial-intelligence>

U.S. Department of Education, Office of Educational Technology, *Artificial Intelligence and Future of Teaching and Learning: Insights and recommendations*, Washington, DC, 2023. This report is available at <https://tech.ed.gov/>.

White House, Office of Science and Technology Policy, *Blueprint for an AI Bill of Rights: Making Automated Systems Work for the American People*, Washington, DC, 2022. This framework is available at <https://www.whitehouse.gov/ostp/ai-bill-of-rights/>.

Governor Gavin Newsom, Executive Department, State of California, Executive Order N-12-23 (September 6, 2023) regarding artificial intelligence. <https://www.gov.ca.gov/wp-content/uploads/2023/09/AI-EO-No.12--GGN-Signed.pdf>

California Department of Education, *Learning With AI, Learning About AI*, Sacramento, CA, 2023. This guidance is available at <https://www.cde.ca.gov/pd/ca/cs/aiincalifornia.asp>

ATTACHMENTS: Attachment A-Glossary of Helpful Terms

ASSISTANCE: For assistance or further information please contact the help desk at (213) 241-5200.

Glossary of Helpful Terms

The following are some basic definitions that may be helpful in understanding the concepts covered in this Bulletin (*in alphabetical order*):

Adaptive AI: Adaptive AI systems support a decision-making framework centered around making faster decisions while remaining flexible to adjust as issues arise. These systems aim to continuously learn based on new data at runtime to adapt more quickly to changes in real-world circumstances.¹

Algorithm: The precise steps a computer system must take, such as a person writes in a computer program.² Algorithms are the “brains” of an AI system and what determines decisions; algorithms are the rules for what actions the AI system takes. Machine learning algorithms can discover its own rules or be rule-based where human programmers give the rules.³

Artificial Intelligence (AI): AI is a branch of computer science. AI systems use hardware, algorithms, and data to create “intelligence” to do things like make decisions, discover patterns, and perform some sort of action. AI is a general term and there are more specific terms used in the field of AI. AI systems can be built in different ways, two of the primary ways are: (1) through the use of rules provided by a human (rule-based systems); or (2) with machine learning algorithms. Many newer AI systems use machine learning (see definition of machine learning below).⁴

Augmented intelligence: A design pattern for a human-centered partnership model of people and AI working together to enhance cognitive performance, including learning, decision making and new experiences.

Bias: A type of error that can occur in a large language model if its output is skewed by the model’s training data. For example, a model may associate specific traits or professions with a certain race or gender, leading to inaccurate predictions and offensive responses.

³ See Gartner <https://www.gartner.com/en/information-technology/glossary/adaptive-ai>

⁴ Stanford University Human Centered Artificial Intelligence
<https://hai.stanford.edu/sites/default/files/2020-09/AI-Definitions-HAI.pdf>

⁵ Center for Integrative Research in Computing and Learning Sciences, Glossary of Artificial Intelligence Terms for Educators, <https://circls.org/educatorcircls/ai-glossary>

⁶ Center for Integrative Research in Computing and Learning Sciences, Glossary of Artificial Intelligence Terms for Educators, <https://circls.org/educatorcircls/ai-glossary>; See also, National Artificial Intelligence Initiative Act of 2020 at section 5002 (3).

Chatbot: A domain-specific conversational interface that uses an app, messaging platform, social network, or chat solution for its conversations. A chatbot can be text- or voice-based, or a combination of both.⁵

Confidential Data: As defined in LAUSD Bulletin 6399-2, confidential data refers to District-related content such as (but not limited to) grade and exam information, attendance data, and behavior incidents.

Generative AI: A subset of AI that can generate brand new content in response to prompts from users. Generative AI models are trained on large quantities of data, learn the patterns found in the data, and then use them to create new content that resembles but does not repeat the original data. Generative AI can produce totally novel content including text, images, video, audio, structures, computer code, synthetic data, etc.⁶

Large Language Model: A type of AI model that has been trained to recognize and generate vast quantities of written human language.

Machine Learning: The use and development of computer systems that are able to learn and adapt without being explicitly programmed or coded by using algorithms and statistical models to analyze and draw inferences from patterns in data.

Natural Language Processing (NLP): Natural Language Processing is a field of Linguistics and Computer Science that also overlaps with AI. NLP uses an understanding of the structure, grammar, and meaning in words to help computers “understand and comprehend” language. NLP requires a large corpus of text (usually half a million words).⁷

Predictive AI: In contrast to generative AI, which creates content, predictive AI uses statistical algorithms to analyze data and make predictions about future events, occurrences, and decisions.

Sensitive Information: Non-public Information and Protected Information as defined in LAUSD [BUL 1077.2 Information Protection Policy](#). Examples include but are not limited to student records, student and employee health records, and social security information.

⁷ Gartner <https://www.gartner.com/en/information-technology/glossary/chatbot#:~:text=A%20chatbot%20is%20a%20domain,chat%20solution%20for%20its%20conversations>

⁸ See Gartner <https://www.gartner.com/en/information-technology/glossary/generative-ai>

⁹ Center for Integrative Research in Computing and Learning Sciences, Glossary of Artificial Intelligence Terms for Educators, <https://circls.org/educatorcircls/ai-glossary>; See also Gartner <https://www.gartner.com/en/information-technology/glossary/natural-language-processing-nlp>