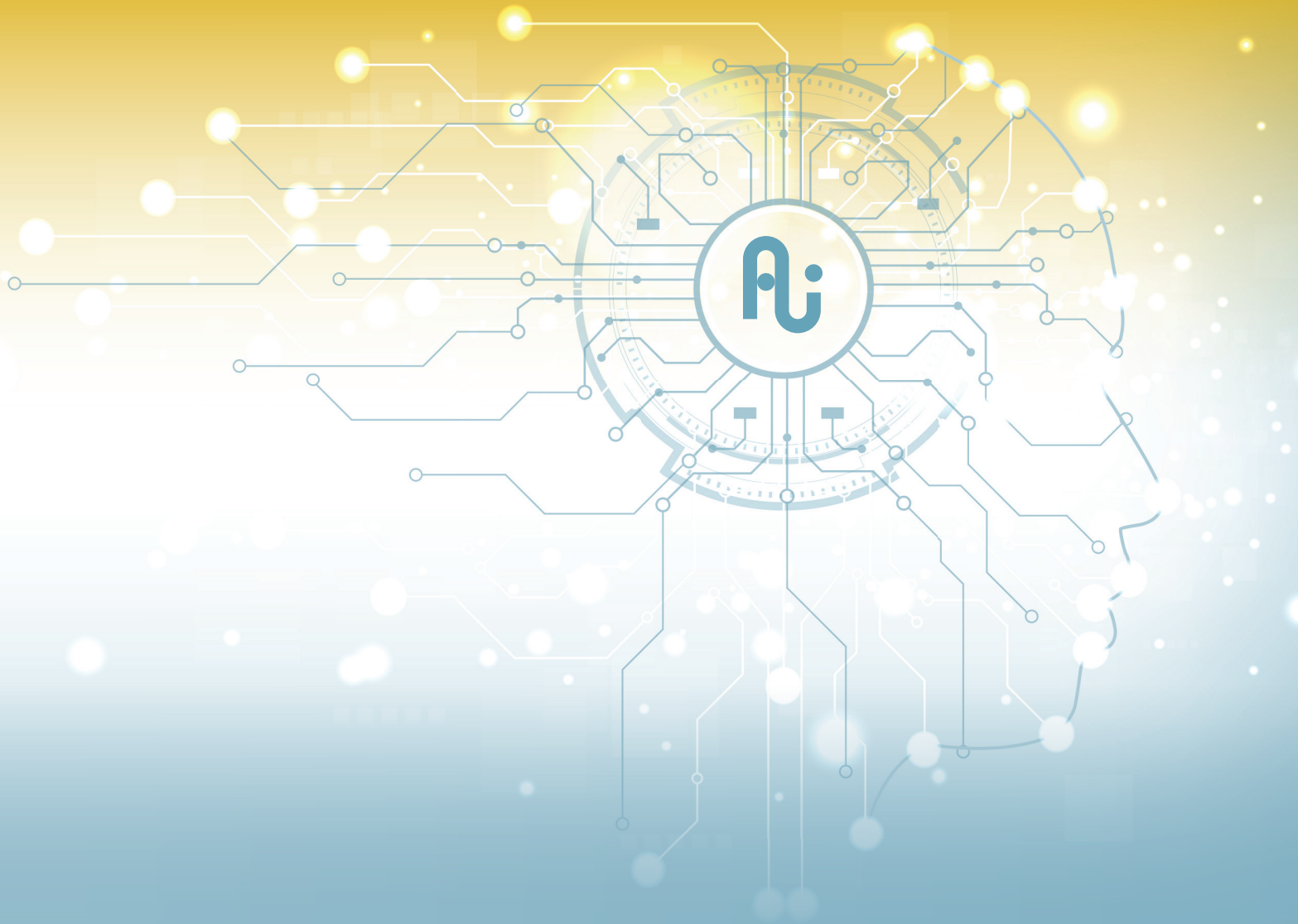


AI GUIDEBOOK



Document Purpose

This document provides an overview of Houston ISD strategy, guidelines, and resources available for staff and students to engage with Generative Artificial Intelligence (AI) Technology. This is Version 1 of a living document. We anticipate we will update this document as Generative AI technology continues to evolve.

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SOURCES

This guidebook was informed by the following sources:

- AI For Education
- Houston ISD Artificial Intelligence Advisory Committee composed of a group of experts from across industries:
 - BCG
 - Thomas B. Fordham Institute
 - Hewlett Packard Enterprises
 - Intel
 - NOV
 - Oxy
 - Texas Center for Advanced Computing
 - Westlake
- ISTE
- TeachAI Toolkit
- United States Office of Educational Technology

Introduction

SECTION 01

The rapid development of generative artificial intelligence (GenAI) technology presents both immense opportunities and challenges for the education sector.

GenAI has the potential to augment teaching and learning through personalized instruction, content creation, grading assistance, and more. However, the power and capabilities of these technologies also necessitate careful guidance to ensure responsible and equitable usage, especially given students will interact with this emerging technology. As a large urban school district, Houston ISD recognizes the importance of establishing clear policies and best practices around GenAI integration.

This document outlines Houston ISD's comprehensive strategy for engaging with GenAI tools in an ethical, safe, and learner-centric manner. Its purpose is to provide stakeholders across the district - students, families, teachers, administrators, and staff - with a shared vision and framework for GenAI adoption.

By proactively addressing concerns around data privacy, academic integrity, age-appropriate access, and ethical AI development and use, the district aims to harness the benefits of this transformative technology while mitigating risks. Ultimately, the guidelines presented serve to future-proof Houston's educational experience and ensure all students gain vital AI literacy skills required for success after graduation.

This guidebook will and should **continue to evolve** as the Generative AI landscape changes.

The district prioritizes the safety and security of our students and staff alongside the opportunity for engagement with technology of the future.

What is Generative Artificial Intelligence?

SECTION 02

To begin, it is important to have a basic understanding of what AI is (and what it is not). Artificial Intelligence, or AI, is a branch of computer science aimed at creating machines that mimic human intelligence. It is used to perform tasks that usually require human thought, like understanding language, recognizing patterns, or making decisions. Types of AI range from systems doing specific tasks, like recommending movies or autocorrecting typing errors to more advanced forms that can generate new content or predict future outcomes. AI is also behind self-driving cars and digital assistants, like Siri or Alexa. Essentially, AI allows machines to learn, adapt, and perform tasks like humans, often more quickly and accurately. It is a rapidly evolving technology that's already a part of our everyday lives.

1. Bringing AI to School: Tips for School Leaders (ISTE); https://cms-live-media.iste.org/Bringing_AI_to_School-2023_07.pdf
2. AI for Education

HOW GENERATIVE AI WORKS

Generative AI is a specific type of AI that learns from a very large data set and is able to create novel content instead of merely recognizing pre-programmed patterns. Generative AI starts with a very large dataset (which might include text files, web pages, images, and more). The data is used to train a computer algorithm known as a Large Language Model (or LLM). LLMs, which can identify and predict patterns in language, are the underlying plumbing of generative AI.

Once an LLM is trained, applications like ChatGPT or DALL-E-2, can be built upon them, thereby creating powerful tools that can generate customized content based on a user's specifications. While these tools are impressive, they have their limitations and their output is dependent on the quality and diversity of the data they were trained on as well as the skills and knowledge of the human prompting the input.¹ In this document, we will refer to tools like CoPilot, ChatGPT, and others as Generative AI tools.

TYPES OF GENERATIVE AI

Conversational AI (Chatbots)

Simulate human-like interactions, allowing users to engage in text or voice-based conversations with artificial intelligence.

Examples: ChatGPT, Claude, Copilot



Multimedia AI

Processes, understands, and produces various types of media, including images, video, and audio simultaneously.

Examples: DALL-E, Adobe Firefly



Generative Search

Produces dynamic search results in a variety of formats in response to natural-language questions and queries.

Examples: Perplexity, Andi Search



AI Writing Support Tools

Use natural language processing to analyze and enhance written content.²

Examples: Grammarly, Quill, HyperWrite



Our “Why” and Future Aspirations

SECTION
03

This generation of Houston ISD learners represents our greatest opportunity yet to instill the future-focused skill sets that will drive success beyond the classroom.

As middle-skilled jobs shrink and higher-skilled roles become more prevalent, aptitudes like critical thinking, lifelong learning, teamwork, information literacy, communication, and AI collaboration will be crucial to success in the workplace.³

By embracing cutting-edge technologies like generative AI, Houston ISD can empower students to develop proficiency in vital 2035 competencies. Responsible, safe, and equitable access to generative AI will open new avenues for personalized learning, accelerated skills acquisition, and augmented creativity and problem-solving. Moreover, cultivating robust generative AI literacy across our community will ensure our students graduate future-ready and well-equipped to thrive.

While this transition brings challenges, Houston ISD views it as a tremendous opportunity to transform education. With the right strategies and support systems in place, our students can lead the way as resourceful, tech-savvy innovators and leaders in the era of artificial intelligence. The table below outlines our aspirations and the ways in which students and staff can expect to engage with Generative AI in the 2024-25 school year.

3. Jobs for the Future Report. <https://www.weforum.org/publications/the-future-of-jobs-report-2023/>

STUDENTS		STAFF
Our Goal	Students can leverage generative AI tools to enhance their learning and prepare for Destination 2035 careers. They understand what Generative AI is and is not, its opportunities and limitations, and ways to apply the tools judiciously to augment their own knowledge, creativity, and problem-solving abilities in their studies.	Staff can leverage Generative AI tools to enhance their work efficiency but also create enriched learning environments for our students. They understand what Generative AI is and is not, its opportunities and limitations, and ways to facilitate engagement of these tools within the classroom.
Opportunities	<ul style="list-style-type: none">• Students under the age of 14 will engage with Generative AI Chatbots through teacher modeling only. Furthermore, they can interact with educational tools with AI capabilities, such as Amira or Microsoft Reading Coach.• Students aged 14 and above who have parental consent will engage with Generative AI Chatbots in both a Teacher-guided and/or supervised manner.• 11th and 12 Grade Students at all High Schools can enroll in the semester-long Foundations of AI Elective Course.	<ul style="list-style-type: none">• Optional summer professional development and ongoing opportunities for professional development.

HOUSTON ISD GENERATIVE AI

Guiding Principles

SECTION

04

The following principles were informed by various sources, including TeachAI's Toolkit for School Districts, input from local experts, as well as current guidance from the [United States Office of Educational Technology](#).

When we use Generative Artificial Intelligence tools in Houston ISD, we do so to achieve two key objectives: for students, we use generative AI to enrich learning and prepare students for the future; for staff, we use generative AI to enhance professional practice and increase efficiency and productivity and to enhance student learning. All interactions with generative AI tools should be grounded in these objectives and informed by the principles below:

***Prioritizing*
LEARNING & TRAINING**

Promoting AI literacy among students and staff is foundational to the support of safe and responsible use. Creating a detailed, comprehensive, and achievable plan for ongoing AI Literacy training for staff and students is crucial to developing effective policies that guide responsible AI implementation.

***Prioritizing*
HUMAN ORIGINALITY**

We believe Generative AI will not replace independent thought. Instead, Generative AI can be a powerful tool to enhance our work and support creativity. We know that 'keeping humans in the loop' is essential to ensure AI tools produce accurate and reliable content, and we must rely on teachers to use their professional expertise when incorporating AI into their practice.

***Committing to*
EVALUATION,
ACCOUNTABILITY, &
TRANSPARENCY**

To uphold evaluation, accountability, and transparency with generative AI, Houston ISD will implement clear processes to monitor and analyze AI outputs for accuracy, track AI usage data, and require proper disclosure when AI tools are leveraged for assignments or content creation.

***Promoting*
ACCESSIBILITY
& EQUITY**

We will provide an equitable opportunity for engagement with AI for all of our students. In addition, we will explore the opportunities that AI provides while also critically evaluating the risks of bias, misinformation, and inequitable access.

***Focusing on*
SAFETY, SECURITY,
& PRIVACY**

AI use must align with existing regulations to protect student data privacy, including federal laws such as the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA). We will not share personally identifiable information with consumer-based AI systems and will ensure parental consent for student use.

***Ensuring*
ACADEMIC
INTEGRITY**

Generative AI should augment the learning process, not undermine it. Houston ISD's AI Guidebook outlines requirements for proper citation and attribution when leveraging AI-generated content. We expect students to uphold academic integrity by producing authentic work that genuinely demonstrates their own knowledge and abilities, with AI acting only as an enhancement aid.

GENERATIVE AI USE GUIDELINES FOR All Stakeholders

SECTION 05

As Houston ISD embraces the potential of generative AI tools to enhance learning and productivity, it is crucial that we establish clear guidelines to ensure their responsible and ethical use. The following five core guidelines serve as mandatory standards that all stakeholders within the district, including faculty, staff, and students, must adhere to when engaging with generative AI platforms. These guidelines are essential safeguards designed to protect individual privacy, maintain data security, combat inaccuracy and bias, and uphold academic and professional integrity.

FIVE GENERAL CORE USE GUIDELINES FOR ALL STAKEHOLDERS: STUDENTS AND STAFF

01 Keep Data Private: Students and staff should use enterprise-level Generative AI tools. Enterprise-level tools are tools with commercial data protection and live within the HISD Network. If staff elect to use consumer-based AI platforms like free versions of ChatGPT, staff should never input personal, sensitive or confidential data into any system.

02 Ensure Parental Consent: Maintain awareness of age restrictions on generative AI tools, as some restrict usage to those 18 years of age and older, while others permit access from age 14 with parental consent. Ensure parental consent has been obtained and documented before using these tools.

03 Use Secure Devices and Vetted Programs: Use secure devices when accessing AI tools. Make sure the device you are using is protected with the latest security updates, firewalls, and antivirus software. Furthermore, staff and students should use only approved Generative AI tools and programs (See the list of approved programs on page 15).

04 Review all generated content for factual accuracy and bias. AI can “hallucinate,” providing seemingly correct answers that are factually incorrect. These systems also have a tendency to provide biased responses. Users must be aware that they need to critically review all information provided by the Generative AI tools to ensure that AI content does not perpetuate bias or discriminate against HISD stakeholders.

05 Properly Cite AI Generated Content: AI can and should be used to support our work. We must always attribute support when using Generative AI tools and not pass off AI-generated content as one’s own. As a district, however, we do not promote the use of AI detection software, as they are not sufficiently accurate.

A Note on AI Detectors: One recent study from Perkins et al. (2024) found that the 39.5% accuracy rates of six major AI detectors could be reduced another 17.4% when presented with prompts specifically designed to avoid detection. These detectors also show bias against non-native English speakers, with one detector falsely flagging 97.8% of TOEFL essays as AI-generated in a 2023 study (Zou et al., 2023)

GENERATIVE AI USE GUIDELINES FOR Students

SECTION 06

While all Houston ISD stakeholders should follow the Use Guidelines outlined in section five, section six provides specific Use Guidelines for students as well as consequences for misuse of this technology. Students should always work with their teacher and campus to clarify guidelines and expectations for acceptable use.

GENERATIVE AI AGE LIMITS

BELOW 14 (BELOW 8TH GRADE)

Students under the age of 14 (Below 8th grade) are prohibited from accessing generative AI tools on school devices or networks, with the exception of district approved educational tools that incorporate artificial intelligence technology (i.e. Amira Learning). Although teachers may choose to utilize GenAI tools in the classroom for instruction or demonstration purposes, students under 13 shall have no direct, unsupervised access to the technology on Houston ISD networks or devices.



I can ...

- Learn about AI through discussion and teacher demonstration.
- Access AI-powered educational tools based on class assignments (i.e. Amira learning)



I cannot ...

- Access or use generative AI chat tools such as Microsoft CoPilot Chat or non-vetted AI-powered educational tools

14 AND ABOVE (8TH GRADE)

Students above the age of 14 (8th grade) may access generative AI tools for approved educational purposes under the following conditions:

- **Parental Consent:** Parents/Guardians must provide written consent allowing their child to access generative AI tools for educational use.
- **Teacher Permission:** The student must receive prior approval from their teacher outlining the permitted educational task(s) for each use of generative AI.
- **Responsible and Ethical Use:** Students must use generative AI responsibly at all times, adhering to all district technology usage policies.



I can ...

- Access generative AI tools with parent/guardian consent AND teacher permission, including Microsoft Copilot, Adobe Creative Cloud, and other vetted applications.



I cannot ...

- Access generative AI tools without parent/guardian consent and teacher approval for each use.
- Use generative AI in a way that violates data privacy, academic integrity, or district policies.
- Access generative AI for personal or non-educational purposes on school devices or networks.

PERSONAL VS. SCHOOL USE

Students above the age of 14 should confine their use of generative AI strictly to approved educational purposes when using school-issued devices and networks. Improper use of generative AI on school grounds may result in loss of access to the technology.

Houston ISD reserves the right to monitor student use of generative AI on its devices and networks. Violations of district use guidelines, as outlined below, may result in disciplinary action.

Student Use Guidelines

Transparency

Students must always ensure that they have permission to use generative AI in their coursework and must disclose its use with proper attribution. Some examples of AI use that must be disclosed are:

- Paraphrasing or quoting AI-generated text
- Incorporating AI-generated images or other media
- Indirect support such as brainstorming, research, and proofreading/editing

How to Attribute GenAI Usage

Depending on the assignment - teachers can set expectations on the type and level of citation or disclosure required. In some cases, a full citation may be needed (e.g. for a formal research paper or essay). In others, a simple disclosure is sufficient (e.g. for brainstorming, email drafting, etc). Specify the extent and nature of the AI's assistance, as well as the name of the tool and the date it was used in accordance with the teacher's preferred style guide (MLA, APA, etc.).

This will generally involve the use of:

- In-text citations
- Footnotes or endnotes
- Works-cited list or bibliography

To further ensure transparency and accountability, students should be prepared to produce generative AI chat histories upon request.

Sample Citation MLA Format

Prompt, name of tool, version of tool, company, date of generation, general URL of tool

Microsoft Copilot. "Describe Hamlet's philosophical struggle with action and inaction and how it impacts the outcome of the play." Copilot, 17 Apr. 2024, <https://copilot.microsoft.com>.

For more details on MLA citation with AI, visit <https://style.mla.org/citing-generative-ai/>

Sample Citation: APA Format

Company, year of version, name of model including date, media descriptor in brackets, general URL of tool

Microsoft Copilot. (2024, April 17). [Chat message]. Copilot. <https://copilot.microsoft.com>.

For more details on APA citation with AI, visit <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Sample Disclosure of AI Use

AI was used in the following ways to support the research and development of my project:

- Brainstormed ideas and narrowed down topic using Microsoft Copilot
- Conducted initial research using Perplexity
- Edited and proofread final draft using Grammarly

The sample disclosure above might be used at the beginning, or at the end, of an AI-enhanced document.

The bluebonnet was named the State Flower of Texas on March 7, 1901.

(Microsoft Copilot, 2024)

Image generated with Adobe Firefly using the prompt "field of Texas bluebonnets," 2024

Cite text and images in presentations with a note naming the tool and prompt used, as well as the year.



Verification

Always check the accuracy of information obtained from generative AI chatbots and search tools. Ensure the information is current and relevant to your topic by using traditional search engines and/or databases to find similar information from recognized authorities.

In addition, students must critically evaluate all AI-generated content for bias and inaccuracies/hallucinations before submitting their work.

- **Bias:** Occurs when the AI's outputs reflect prejudiced views or unequal representation, often stemming from the data on which the model was trained.
- **Inaccuracies/Hallucinations:** Instances in which the AI presents fabricated, inaccurate, or misleading information as if it were true. When the AI encounters gaps in its knowledge, it will invent answers to fill them. Generative AI chatbots have knowledge cutoffs that can impact the accuracy of outputs (e.g., ChatGPT-4.0 has a knowledge cutoff of April 2023).

Originality

Students should use AI to enhance, not replace, their creativity, beginning with their own ideas before turning to AI for support.

Students should maintain awareness of plagiarism and academic integrity when using AI-generated content. It is acceptable to use writing tools such as Grammarly to check for accidental plagiarism, but not to rely on these tools to 'fix' plagiarized content.

Students should always differentiate between their own creative contributions and the AI-generated content, and credit the AI tool where necessary to uphold academic integrity standards.

Safety & Responsible Use

Students must use generative AI tools in a safe, responsible manner that protects the privacy and well-being of themselves and others. Under no circumstances should students input personally identifiable information (PII) about themselves, classmates, teachers, or any other individuals into an AI system. This includes (but is not limited to):

- Full names
- Addresses
- Phone numbers
- ID numbers

Additionally, students should never prompt an AI assistant to generate any hateful, explicit, illegal, or inappropriate content related to violence, pornography, substance abuse, hate speech, or other disturbing subject matter. Generative AI should only be used for lawful, ethical purposes that align with the HISD Student Code of Conduct. If students ever encounter concerning outputs from an AI system, they should immediately stop interacting with it and report the issue to a teacher or administrator.

Consequences for Improper Use

Below, please find guidance on proposed consequences for misuse of Generative AI Tools. The district is embracing the opportunity to learn about this emerging technology, and as such, will prioritize a learning approach to address issues instead of a punitive one. If ever a student is unsure about what appropriate use looks like, communication with trusted adults on campus is crucial.

ACTION	PROPOSED CONSEQUENCE
A student submits assignments produced by Generative AI as their own without proper disclosure or citation.	<p>This is a level II* act of misconduct, as outlined in the HISD Student Code of Conduct.</p> <p>Recommended Disciplinary Response:</p> <ul style="list-style-type: none"> • Discipline referral and parent notification • Assignment resubmission <p>*Note: Campuses should determine a campus-specific response in alignment to district guidance in Level II incidents.</p>
A student inputs inappropriate prompts related to violence, bullying, sexual content, or other disturbing thoughts into any generative AI platform.	<p>This is a level III act of misconduct, as outlined in the HISD Student Code of Conduct.* In compliance with State Law, the district is responsible for addressing this issue and mitigating harm done.</p> <p>Recommended Disciplinary Response:</p> <ul style="list-style-type: none"> • Discipline referral and parent notification • Loss of Generative AI/internet privileges for a period of time as determined by administration and AI Support Team and re-education on safe internet practices. • Restitution or restoration, as applicable <p>*Note: Campuses should determine a campus-specific response in alignment to district guidance in Level II incidents.</p>
<p>A student uses a non-approved generative AI tool during school hours.</p> <p>Note: For students aged 14 and above (8th grade), the only tools currently approved for student use are Microsoft Copilot and Adobe Creative Cloud.</p>	<p>This is a Level I act of misconduct as outlined in the HISD Student Code of Conduct.</p> <p>Recommended Disciplinary Response:</p> <ul style="list-style-type: none"> • 1:1 conversation with the student to share about the safer alternatives.

GENERATIVE AI USE GUIDELINES FOR Staff

SECTION 07

In addition to the Use Guidelines outlined in section five, Houston ISD staff members are responsible for adhering to the additional guidelines below. Staff should work with their manager or senior district leadership to clarify guidelines and expectations for acceptable use.

Staff Use Guidelines

Supervise Student Access & Use

- Ensure students have obtained proper parental consent prior to providing students access to district approved generative AI tools
- Monitor use frequently and address flags for inappropriate use (refer to guidance on consequences in Student Table)
- Share questions or concerns related to Acceptable Use with the AI Support Team. Information about the AI Support Team can be found on page 17.

Prioritize Safety and Data Security

- Never enter personally identifiable information (PII) into an AI tool. The definition of what constitutes PII can be found in Board Policy [FL \(Local\)](#).
- Review and comply with the district's Acceptable Use Guidelines for all AI tools used in the classroom
- Do not use unvetted AI tools without confirming FERPA and COPPA compliance
- Explicitly teach students to protect their own data privacy when using generative AI

Practice and Model Responsible and Transparent Use

- Use generative AI to enhance, not replace, your professional expertise and creativity
- Critically evaluate AI-generated content for bias and inaccuracies/hallucinations
- Revise outputs to reflect your voice and professional expertise and judgment
- Disclose the use of generative AI in formal work products and public-facing documents in alignment with Houston ISD's statement of use guidance (see page 9).

Build Your Own AI Literacy

- Take advantage of professional development opportunities
- Understand what AI is and the basics of how it functions
- Learn and practice effective prompting techniques
- Explore both the potential benefits and the limitations/concerns of AI tools

Adapt and Enhance Pedagogy

- Ensure AI-generated content does not replace district-vetted, high quality instructional materials
- Use generative AI to personalize instruction to meet student needs
- Adapt assignments to accommodate AI-assisted learning where developmentally appropriate

Grading

- While AI can assist in grading, teachers must remain involved in the process to ensure fairness and accuracy, especially in subjective areas.

A Note on Approved AI Tools for Classroom and Instructional Use

Currently, only the following generative AI tools have been vetted and approved for teacher use with students in classroom settings:

- Microsoft Copilot
- Microsoft Reading Coach
- Adobe Creative Cloud Suite

Teachers are prohibited from using any other generative AI tools directly with students unless the tool has gone through the district's vetting and approval process.

If a teacher wishes to use a generative AI tool with students beyond the currently approved list (Magic School, Mizou, etc.), they may submit a request to the district's AI Support Team by emailing AI_Support_Team@Houstonisd.org.

The IT department will thoroughly vet the proposed tool for safety, privacy, accuracy, accessibility and alignment with curriculum standards before granting approval.

Staff Use of AI for Personal Productivity

For their own productivity and planning purposes, staff may choose to utilize any generative AI tools they wish. However, staff are required to maintain rigorous privacy and security practices when using AI tools that may involve any student or staff data. Violations of data privacy policies may result in disciplinary action consistent with district procedures.

Teachers should follow the guidelines below when considering when and how to provide opportunities for AI use.

WHAT SHOULD THE AI USE LOOK LIKE?

- **Integration** during core instructional block, as long as the integrity of the lesson, as presented in the High Quality Instructional material, remains
- **Content support** for assignments during intervention or LSAE block or for support with at-home assignments

Notes: Students aged 9-14 should engage with Generative AI chats only in a teacher-modeled manner. They will not have individual access to Generative AI Chats. Students aged 14 and above who have obtained parental consent can engage with generative AI chats independently. AI resources should not replace teacher/student interaction or replace materials available through the selected HQIM curriculum. Instead, it should be used to enhance learning opportunities for students and improve teacher productivity and efficiency.

Consequences for Improper Use

Guidance on proposed consequences for misuse of Generative AI Tools can be found below. The district is embracing the opportunity to learn about this emerging technology, and as such, will prioritize a learning approach to address issues instead of a punitive one.

ACTION	PROPOSED CONSEQUENCE
Teacher does not monitor student usage and/or permits irresponsible or inappropriate student use	A formal written warning, issued by school leadership, that outlines the expectations for supervising students during AI tool use and the importance of adherence to these expectations; retraining on the potential risks and benefits associated with AI tools. <i>Notification of the AI Support Team.</i>
Teacher violates student privacy by entering personally identifiable information (PII) into an AI tool	Mandatory retraining on data privacy and district technology policies and potential District consequences aligned with Board Policy and law. <i>Notification of the AI Support Team.</i>
Teacher relies on AI for grading and providing feedback without checking the outputs	A review of all grades and feedback provided through AI for accuracy. <i>Notification of the AI Support Team.</i>
Teacher replaces High Quality Instructional Materials for AI-created lessons	Counseling on the importance of High Quality Instructional Materials; a requirement to submit lesson plans for review for a specified period
A staff member inputs inappropriate search terms related to violence, bullying, sexual content, or other disturbing thoughts into the Generative AI tool	Temporary suspension pending an investigation to determine the extent and impact of the staff member's actions; subsequent consequences determined in consultation with legal counsel <i>Notification of AI Support Team</i>
A staff member passes off AI-generated content as their own without proper citation	Retraining on the ethical use of AI in education, including proper disclosure or citation procedures; issuance of a public correction, retraction, or acknowledgement of the original AI source

HOUSTON ISD VETTED AI

Generative AI Tools List

SECTION

08



Microsoft Reading Coach

WHO CAN USE IT?

Available to **any student** in Houston ISD

RATIONALE FOR SELECTION:

This tool operates within Immersive Reader and provides students with opportunities for independent fluency practice and real-time coaching.



Adobe Firefly (Adobe Creative Cloud)

WHO CAN USE IT?

Recommended to **students, ages 14+** with parental consent.

RATIONALE FOR SELECTION:

This suite of creative applications utilizes generative AI to power a number of visual effects, such as image generation, expansion, and colorization.



Microsoft Copilot (Chat Only)

WHO CAN USE IT?

Available to **any staff member** in Houston ISD.
Available to **students, ages 14+** with parental consent. Students aged 9-13 will not have access to this tool, unless guided by an adult. Students 8 and under should engage with a more student appropriate AI tool, such as Microsoft Reading Coach. (See below)

RATIONALE FOR SELECTION:

Powered by OpenAI's GPT models, this Generative AI tool sits within the Houston ISD domain. It is an enterprise Generative AI tool, which means that chat history is not used to train the model. We highly recommend this tool above as an alternative to the consumer version of ChatGPT. Sharing sensitive district data with a consumer AI tool is not protected and could result in data breaches that violate FERPA laws. Even with a paid GPT account, sensitive data can still be used to train the AI model unless this feature is proactively disabled by the user.



Khanmigo for Teachers (Khan Academy)

WHO CAN USE IT?

Available to **any staff member** in Houston ISD.

RATIONALE FOR SELECTION:

Khanmigo for Teachers, developed by the nonprofit Khan Academy, is an AI-powered teaching assistant tailored specifically to educators. Designed with input from teachers, Khanmigo significantly reduces the time spent on administrative tasks. This tool excels at swiftly handling tasks such as differentiation, lesson planning, quiz creation, student grouping, and developing engaging hooks, exit tickets, and rubrics. It also helps overcome writer's block by providing rapid first drafts for multilingual family emails and class newsletters, enhancing both speed and quality of your prep time.

Ease of use is a priority with Khanmigo. Teachers can begin utilizing its features almost immediately, with no extensive learning curve. Khanmigo for Teachers is currently free for all educators and available within Clever. HISD currently has a Data Sharing Agreement with Khan Academy and all sensitive data is protected.



Microsoft Copilot 365

WHO CAN USE IT?

Available to a **subset central office staff** based on role

RATIONALE FOR SELECTION:

This Generative AI tool sits within the Houston ISD domain and plugs into the Microsoft suite of productivity tools including Word, Powerpoint, Teams, and Outlook. Through the plug-in, the tool has access to all data stored within the Microsoft suite of programs and can answer questions using that data as an input. It is an enterprise Generative AI tool, which means that any sensitive data that is shared with this tool does not get shared back with the AI for training purposes.

Monitoring Tools and Processes

SECTION 09

To ensure the responsible and secure implementation of generative AI across the District, Houston ISD will employ a range of monitoring tools and defined processes. These measures will help safeguard data privacy, track AI usage patterns, and identify potential misuse for timely intervention.



POP-UP NOTIFICATION WHEN USERS ACCESS CONSUMER-BASED AI PLATFORMS

Reinforces organization's acceptable use guidelines, especially when dealing with Consumer-based AI tools



USAGE TRACKING SOFTWARE

Provides IT with visibility into user traffic to AI-powered web tools to inform updated user support and policy



AI SUPPORT TEAM EMAIL: AI_SUPPORT_TEAM@HOUSTONISD.ORG

A mechanism for staff to refer issues to the AI Support Team. Issues include but are not limited to:

- Inappropriate Student or Staff Use
- Request for a pilot
- Requests for new tools
- Data Breach

AI Support Team Overview

Team Purpose and Responsibilities:	<p>This cross-functional team of district leaders provides support and oversight for stewarding the safe integration of Generative AI tools into the district framework. Key Monitoring responsibilities include:</p> <ul style="list-style-type: none">• Reviewing usage tracking reports to understand organizational access to Generative AI platforms• Monitoring security / data breaches collected through loss prevention software and determine appropriate response• Determining appropriate responses to issues with acceptable use by staff and students.• Monitoring and collect data on AI-powered pilots launched in Central Office to inform scale-up strategy• Considering adoption of new AI tools and software, as appropriate	
Team Composition:	<ul style="list-style-type: none">• Chief Information Officer• IT Security Specialist	<ul style="list-style-type: none">• Deputy Chief of Staff• Artificial Intelligence Academics Team
Meeting Frequency:	Once per month <i>(Can occur more frequently based on need)</i>	
Report incidents and/or request support:	AI_Support_Team@Houstonisd.org	

Frequently Asked Questions

STUDENTS

What Generative AI tools can I use?

Depending on your age and parental consent, students have access to a suite of vetted district generative AI tools. This tool list will continue to evolve as AI technology evolves. Currently, our tool offerings are as follows:

Students between the ages of 8 and 14 (below 8th grade): <ul style="list-style-type: none">• Teacher-guided experiences with Microsoft Copilot Chat• Teacher-guided experiences with Adobe Creative Cloud• Teacher-guided experiences with Microsoft Reading Coach	Students aged 14 and older (8th grade) with parental consent: <ul style="list-style-type: none">• Independent, supervised use of Microsoft Copilot Chat• Independent, supervised use of Adobe Creative Cloud	All Students: Based on your teacher and school’s selection, students may engage with other tools that may have some AI functionality embedded in the tool. For example, some educational programs (like Amira) have AI built into the program
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What happens if my parent or guardian does not provide permission for me to use Generative AI?

We respect the decisions that parents or guardians make for their children. If you are not given permission to access generative AI, your teacher will work with you to make sure you have the support you need to learn and complete your assignments.

What happens if I see or experience something that confuses or concerns me when I’m using Generative AI?

We recommend that you share this information with a trusting adult at your school. This way, the adult can support you with how to understand why the AI might “Hallucinate” or say something unrelated to what you asked of it. Remember, Generative AI is technology. Technology is not perfect and will make mistakes.

In what ways can I use Generative AI tools? Am I allowed to use it to help me with my work?

In order to be prepared for the future workforce, we encourage our students to become comfortable with using technology like Generative AI to support their learning. There are many ways to responsibly engage with these tools, such as for brainstorming, research, a content tutor, just to name a few examples. It is important to clarify expectations around using Generative AI with your teacher prior to completing assignments. Additionally, it is important to properly cite any material you generate with the help of AI.

Frequently Asked Questions

STAFF

Are there requirements for me to use Generative AI tools?

Every staff member must complete the required AI Safety Course in One Source at the start of the 24-25 school year. This course outlines baseline safety for engagement with Generative AI tools. In addition, the district offers optional professional development opportunities for staff to learn best practices for leveraging these tools. We do however, require staff to abide by the guidelines outlined in this document when engaging with Generative AI tools and support students to do the same.

How do I know which of my students has permission to access Generative AI?

The Central Office team will manage student access to Generative AI tools based on age and parental consent. Additionally, each campus is responsible for keeping a record of parent permission decisions granted for AI tool usage. Before a teacher brings Generative AI into the classroom, please ensure that you review student permission. If a student does not have permission to access Generative AI independently, you must ensure that the student can still participate in the learning and is not placed at a disadvantage.

Do I have to use Microsoft Copilot Chat? Can I use Generative AI Chatbots that I have paid for myself like ChatGPT or Gemini to support my work?

We highly recommend our staff not use the consumer ChatGPT for work-related activities. Sensitive data is not protected in a way that complies with FERPA policy. For example, if you uploaded a data file into ChatGPT for analysis that includes student ID numbers and names, you have now violated HISD Data privacy policies. Microsoft Copilot chat has similar capabilities to ChatGPT but it resides within the HISD domain and protects sensitive data. We trust that our employees will use their best efforts to access the enterprise-level GenerativeAI tools to support their efficiency and productivity in a way that keeps district data private and secure.

Can I use Generative AI tools outside of the approved list with my students?

We hope our staff continue to explore Generative AI tools. And, we also know that we must take great care and responsibility to put vetted products in front of our students. We highly recommend teachers allow only students to use district approved AI tools, such as the preferred Microsoft Copilot Chat, if they are above the age of 14 and have parent permission. Even with vetted tools, teachers must review images for appropriateness and accuracy before showing them to students. For example, a teacher might ask a Generative AI image creation tool to show a picture of what a revolutionary war hospital might have looked like. Before embedding it into a lesson, the teacher is responsible for checking the image for accuracy and suitability for the students.

Who can I talk to if an issue arises on my campus or in my department concerning a Generative AI tool?

It is our expectation that campus and central office staff will communicate openly about experiences with GenerativeAI tools. This landscape is new and consistently evolving. If you run into a concerning situation, whereby the GenerativeAI chatbot hallucinates or shares concerning or inaccurate content, it is important to share that information with the AI Support Team. Instructions for how to connect with that team can be found on page 17.

Frequently Asked Questions

FAMILIES

Are Generative AI tools appropriate for my child, especially if they are under 14 years old?

Generative AI tools have different age restrictions. At this time, Houston ISD will provide access to Microsoft Copilot Chat to students, aged 14 years and older who have obtained parental consent. The district will prioritize responsible use training for both students and staff as well as support students if content is returned that is inappropriate.

Is my student's data protected while using Generative AI tools?

If your child accesses Consumer-based AI tools like ChatGPT, any and all data that is shared with the tool is shared back with the company. Houston ISD currently provides access to an Enterprise version of Copilot Chat for staff and students, aged 14 and older. Your student's data is protected when using the enterprise version of Copilot Chat.

What if I have questions or concerns about how my student engages with Generative AI tools?

With any new initiative, we expect our families to have questions about how their students might engage with this new technology. A family should feel comfortable in reaching out to their child's teacher with questions. In addition, families can also submit concerns to the AI Support Team. Instructions for how to connect with that team can be found on page 17.

If I do not give my student permission to access Generative AI tools, are they able to still engage in learning?

Houston ISD believes that AI literacy is a crucial skill for a Destination 2035 career. In order to support your child with building competitive skills, we believe it is important for them to engage responsibly with Generative AI tools. We will respect the decisions families make on behalf of their children. If a family prefers that their student should not engage with Generative AI tools, the district will provide alternative learning opportunities and resources for your student. This will look different teacher by teacher, assignment by assignment but will focus on equitable learning outcomes and grading practices. It may look like dual-track assignments for students who have or do not have access to Generative AI.