

RWPS GenAI Classroom - Administrative Guidelines (2025–26)

These guidelines establish the district's model classroom practices for safe, developmentally appropriate, and transparent use of generative AI. They incorporate the AI Assessment Scale (AIAS), required disclosure, human-in-the-loop oversight, and verification of AI-generated content. This framework supports [Board Policy 524.1](#) and will be revised as needed to reflect material policy/legal/technical changes.

Revision History

- V1.0 Drafted for Superintendent Review: 8-14-25
- V1.2 Drafted for AICE Hub Review following approval of Board Policy 524.1: 11-17-25
- V1.3 Revised with AICE Hub input: 2-3-26
- **Approved by Superintendent for distribution: 2-5-26**

Instructional Use Levels

Teachers indicate the level of AI use in the assignment description in Google Classroom. The following supports the Artificial Intelligence Assessment Scale (AIAS) as referenced in the 2025-26 Red Wing High School handbook supplement.

1. AI Prohibited (AIAS 1): Assignments requiring independent reasoning (e.g., quizzes, short assessments, reflections).
2. AI Allowed for Support (AIAS 2-3): Students may use AI for brainstorming, outlining, and revision. Students must disclose how AI was used.
3. AI as a Tool (AIAS 4): Students may use AI to generate drafts, media, or translations, followed by revision and explanation of choices.
4. AI as a Collaborator (AIAS 5): In project-based, inquiry, or capstone work, students and teachers may use AI iteratively to test, refine, and evaluate ideas.

AI Use Statement (Required Attribution)

All use of GenAI should show evidence of checking AI output for correctness, relevance, bias, and originality. When AI tools are used, an AI Use Statement must be included on the assignment or product. This requirement applies to students and staff.

Example: I used [tool name] to [purpose/function]. The prompts or instructions I provided were: [brief description]. I reviewed and edited the output before submitting/using it.

For students, failure to disclose AI use will be addressed as an academic integrity learning issue, consistent with the RWHS Student Handbook expectations for reflection, resubmission, and reteaching.

For staff, nondisclosure will be addressed under existing professional expectations and personnel

policies. **Security and Privacy Guidelines**

The district is establishing a formal vetting and approval process for AI tools in alignment with Board Policy 524.1 and applicable state and federal student privacy laws, including FERPA and the Minnesota Government Data Practices Act.

Until the Approved AI Tools List is published, the following guidelines apply:

1. Gemini is approved for instructional use in Grades 6–12 within district-managed Google Workspace for Education accounts. Teachers are responsible for ensuring they are prepared to use the tool effectively and appropriately within their instructional context, with guidance and support provided by the district and building administration. Use must follow district expectations for instructional purpose, age-appropriate use, and student data privacy.
2. Students may be directed to use AI features embedded within Google Workspace for Education tools (e.g., Docs, Slides, Sheets, Classroom).
3. Staff should not require or direct students to create personal accounts to access AI tools.
4. Teachers may demonstrate AI tools for instructional modeling; however, students should not log into or create accounts for external AI tools unless explicitly approved.
5. Staff may use AI tools for lesson planning and professional tasks using staff accounts, provided no student data or personally identifiable information is entered.
6. For the remainder of the 2025-26 school year, teacher-directed use of AI-assisted features already embedded in commonly used instructional tools may continue when used to support learning and not replace teacher judgment or grading. This interim guidance applies to both teacher and student use as part of instruction.
7. All other standalone AI tools or chatbots that require student account creation must wait for formal review and approval through the district's AI Tool Standard Operating Procedure.

The district will publish the Approved AI Tools List and the tool request process once the vetting framework is finalized. Teachers should consult building administration when an instructional use case may fall outside these guidelines.

Staff Training

RWPS will provide foundational training to all licensed staff on safe, effective, and ethical use of generative AI tools during the 2025–26 school year. Use of approved tools is not contingent on completion of training. Training will focus on:

1. Understanding the AI Assessment Scale (AIAS) and how to designate AI use levels in Google Classroom.
2. Model classroom practices, including how to prompt, review, and verify AI-generated output for correctness, relevance, bias, and originality.
3. Tool-specific guidance for any tool approved for use in RWPS.
4. Student privacy requirements (e.g. FERPA, Minnesota Government Data Practices Act) and the reasons why we do not allow personal accounts within AI tools that do not have a Data Privacy Agreement (DPA).

5. Evaluating instructional use cases and submitting requests for additional tools once the district's vetting framework is published.

Parent and Family Communication

RWPS will provide clear, annual communication to families regarding how generative AI is used in instruction and how student data is protected. For example,

1. An overview of the district's AI guidelines, including the AI Assessment Scale and expectations for student attribution of AI use.
2. A summary of approved tools and the district's commitment to safeguarding student information by limiting AI use while additional tools are vetted.
3. Guidance for families on safe, optional home use of AI tools, including reminders not to enter personal information or full assignments.
4. Information about Minnesota Statute §120B.20, which allows families to request an alternative assignment if they object to instructional use of generative AI.

