

# Artificial Intelligence (AI) Guidance Framework

## Companion to School Board Policy 7540.08 – Artificial Intelligence (AI) Hernando County School District

Artificial Intelligence is a tool, not a replacement for human learning. HCSD is committed to preparing students not only to use AI responsibly, but to understand its limitations, evaluate its outputs critically, and lead ethically in a technology-driven world.

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### Purpose of This Guidance Document

This guidance framework is intended to support the implementation of School Board Policy **7540.08 – Artificial Intelligence (AI)** by providing clarity, context, and practical examples for staff and students. While the policy establishes expectations, authority, and boundaries, this document is designed to help schools and classrooms understand what the policy looks like in practice.

This document: - Supports (but does not replace) Board Policy 7540.08 - Provides illustrative examples to guide instructional decision-making - Reinforces ethical, responsible, and educationally sound use of AI - Preserves teacher professional judgment and discretion.

This guidance is **not a policy** and does not introduce new requirements or disciplinary procedures.

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### Guiding Principles for AI Use in Hernando County Schools

All use of Artificial Intelligence (AI) and/or Natural Language Processing (NLP) tools in the district should align to the following principles:

1. **Learning First** – AI should support learning, not replace student thinking, effort, or skill development.
2. **Teacher-Guided Use** – Students may only use AI tools with explicit teacher permission for defined purposes.
3. **Ethical & Responsible Use** – AI use must align with academic honesty, student conduct, and acceptable use expectations.
4. **Inclusion & Access** – AI may be used to support accessibility, language development, and inclusion when appropriate.
5. **Transparency** – Expectations for AI use should be clearly communicated to students.
6. **Privacy & Safety** – AI tools must be used in ways that protect student data and privacy.

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## Understanding Student Use of AI: What the Policy Means in Practice

### Default Expectation (If no guidance is provided)

Student use of AI/NLP tools for the completion of schoolwork is **not permitted by default**.

Unless a teacher explicitly authorizes its use for a specific purpose, assignment, or activity, student use of AI tools is considered **unauthorized** and may be treated as a form of plagiarism or academic dishonesty.

### Teacher Permission (Guidance is provided)

Teacher permission should be: - **Explicit** (clearly stated, not implied) - **Purpose-specific** (what the AI may be used for) - **Bounded** (what the AI may *not* be used for)

Permission may be granted: - For a single assignment - For a specific task within an assignment - For a defined instructional activity

Teachers are encouraged to communicate expectations in writing when appropriate.

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## Authorized Instructional Uses: Examples and Non-Examples

The policy identifies five instructional categories where AI tools *may* be used with teacher permission. The examples below are illustrative, not exhaustive.

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### A. Research Assistance

**Appropriate Use Examples** - Including but not limited to: Generating a list of keywords or guiding questions before conducting independent research - Summarizing background information on a topic prior to reading primary sources - Helping students identify multiple perspectives on a historical or scientific issue

**Inappropriate Use Examples** - Including but not limited to: Submitting AI-generated research summaries as final work - Using AI to write an entire research paper or project - Bypassing assigned readings by relying solely on AI summaries

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## B. Data Analysis

**Appropriate Use Examples** - Including but not limited to: Using AI to help identify patterns or trends in large data sets - Supporting interpretation of survey results or experimental data - Assisting with data visualization ideas (charts, graphs, categories)

**Inappropriate Use Examples** - Including but not limited to: Allowing AI to generate conclusions without student analysis - Submitting AI-generated interpretations as original student work - Using AI to fabricate or alter data

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## C. Language Translation

**Appropriate Use Examples** - Including but not limited to: Translating instructions or reference materials for multilingual learners - Supporting comprehension of complex academic vocabulary - Translating drafts to support revision and understanding

**Inappropriate Use Examples** - Including but not limited to: Replacing language instruction or practice - Submitting translated work as original writing without acknowledgment - Avoiding required language-production tasks

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## D. Writing Assistance

**Appropriate Use Examples** - Including but not limited to: Including but not limited to grammar, spelling, and punctuation feedback - Outlining or organizing ideas - Suggestions for sentence clarity or word choice - Helping students identify areas for revision

**Inappropriate Use Examples** - Including but not limited to: Generating full essays, stories, or responses - Rewriting student work in its entirety - Producing final drafts with minimal student input

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## E. Accessibility Supports

**Appropriate Use Examples** - Including but not limited to: Text-to-speech or speech-to-text tools - AI-assisted reading supports for students with disabilities - Translation or captioning supports for hearing-impaired students

**Inappropriate Use Examples** - Including but not limited to: Using accessibility tools to bypass learning goals - Replacing accommodations already specified without appropriate review

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## Approved AI Tools in Hernando County Schools

The following table outlines the district’s approved use of artificial intelligence tools by user group, including students across grade spans and district staff. It is intended to provide clarity and consistency regarding which AI tools may be used and under what conditions, ensuring that implementation is developmentally appropriate, instructionally purposeful, and aligned with district expectations. All AI tool use must adhere to established supervision, permission, and guidance requirements as described below and elsewhere in this guidance.

Users	AI Tools	Implementation
Students (Grades K-5)	<ul style="list-style-type: none"> <li>● Canva AI</li> </ul>	AI tools may be implemented only under direct teacher supervision and instructional guidance.
Students (Grades 6-8)	<ul style="list-style-type: none"> <li>● Canva AI</li> <li>● Khanmigo AI</li> </ul>	AI tools may be used for clearly defined, task-specific instructional purposes with explicit teacher permission and appropriate guidance.
Students (Grades 9-12)	<ul style="list-style-type: none"> <li>● Canva AI</li> <li>● Khanmigo AI</li> <li>● Microsoft Copilot</li> </ul>	AI tools may be used for clearly defined, task-specific instructional purposes with explicit teacher permission and appropriate guidance.
Staff	AI tools including but not limited to: <ul style="list-style-type: none"> <li>● Canva AI</li> <li>● Khanmigo AI</li> <li>● Microsoft Copilot</li> <li>● Google Gemini</li> <li>● ChatGPT</li> </ul>	AI tools may be used to enhance instruction and assessments, support instructional decision-making and data analysis, and assist with approved job-related tasks.

# Grade-Band Classroom Scenarios

## Elementary School

- Teacher models how AI can help brainstorm ideas using Canva AI, but students complete writing independently
- AI used as a read-aloud or language support tool
- Clear emphasis on skill-building and guided use

## Middle School

- Teacher allows Khanmigo AI to act as a tutor in a moderated chat environment, deepening thinking on academic concepts and skills
- Teacher allows AI for outlining or organizing ideas for writing assistance
- Students must submit reflections describing how AI supported their thinking
- Emphasis on academic honesty and transparency

## High School

- Teacher allows Microsoft Copilot AI use for data analysis, research planning, or editing support
- Students disclose AI use as part of the assignment process
- Emphasis on original analysis, synthesis, and evaluation
- Students provide a brief AI Use Disclosure statement when AI is permitted.
  - “I used AI for brainstorming.”
  - “I used AI for grammar revision.”
  - “I did not use AI for this assignment.”

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## Ethical and Responsible Use of AI Tools

All staff and students are expected to use AI tools in a manner that upholds the highest standards of ethical conduct, professionalism, and respect for others. AI must never be used in ways that harm, misrepresent, or exploit any member of the school community. Unethical or irresponsible uses of AI—which are strictly prohibited—include but are not limited to:

- **Creating or attempting to create deepfakes** using the likeness, voice, or image of any student, staff member, or community member, without authorization.
- **Generating fake, misleading, or defamatory content** about any individual, including fabricated stories, quotes, screenshots, or images that depict students or staff in false or harmful ways.

- **Producing AI-generated images, videos, or audio that portray real students or staff members** in situations or contexts that are inappropriate, inaccurate, embarrassing, or damaging.
- **Sharing, posting, or distributing unauthorized AI-generated content** involving actual students or staff through social media, messaging apps, or any online platform, regardless of intent.
- **Using AI tools to impersonate another person or HCSD**, including staff, students, administrators, or district representatives, in digital communications or content creation.
- **Manipulating or altering authentic digital content** (images, videos, audio, documents) in a way that misleads others or misrepresents facts within an educational, professional, or public context.
- **Using AI in ways that violate privacy laws or district policies**, including Florida's student records requirements, FERPA protections, COPPA compliance, and all HCSD technology and social media policies.
- **Using AI to harass, bully, or target individuals or groups**, including generating harmful content, memes, or messages that contribute to a hostile environment.

Ethical use of AI requires that all members of the HCSD community act with honesty, transparency, respect for human dignity, and a commitment to digital citizenship. Any suspected misuse of AI tools should be reported immediately to site administration for review.

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## Staff Use of AI Tools

**Staff may use AI tools to support:** - Lesson planning and differentiation - Professional writing and communication drafts - Data analysis and instructional planning - Translation and accessibility supports

**Staff use must:** - Align with all district acceptable use policies, protect student data and privacy, and avoid inappropriate use such as entering personally identifiable student information into public AI tools. Staff must also carefully review and revise any AI-generated content before using or sharing it, as AI tools can occasionally produce inaccurate or misleading information. Additionally, staff are expected to uphold academic integrity expectations by ensuring that AI is not used to replace their own learning, thinking, or required work for professional development, training modules, or instructional implementation tasks. AI does not replace professional judgment. AI-generated recommendations may not be used as the sole basis for grading, discipline, or instructional decisions.

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## Academic Integrity and AI

**Teachers are encouraged to:** - Clearly state AI expectations for assignments - Design tasks that emphasize process, reasoning, and reflection – Provide explicit guidance outlining how and when AI tools should be incorporated into learning experiences - Focus on instruction and prevention rather than consequences for misuse

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## Voice-to-Text and Transcription Tools

Staff may use voice-to-text or dictation tools (such as built-in features in Microsoft Office or Google Workspace) to support note-taking, drafting, or meeting documentation.

When using live dictation tools that do not record or store audio, staff should ensure that confidential student information is handled in accordance with FERPA and district privacy policies.

The use of tools that record or store audio from meetings must comply with Florida law, district policy, and any required disclosure procedures.

Voice-to-text tools are intended to improve efficiency and accessibility and do not replace professional judgment or confidentiality obligations.

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## Frequently Asked Questions

### Is spell-check considered AI?

Basic spelling and grammar tools commonly embedded in word processors are generally acceptable unless otherwise restricted.

### Can students use AI at home?

Only if teacher permission has been explicitly granted for the assignment.

### What if a student is unsure whether AI is allowed for a specific assignment?

Students should always ask their teacher before using AI tools.

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## What This Guidance Does Not Do

**This document:** - Does not mandate AI use - Does not override teacher professional judgment - Does not change disciplinary procedures - Does not expand or narrow **Board Policy 7540.08**

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## Ongoing Review and Adaptation

To ensure this AI guidance framework remains relevant, responsible, and aligned with evolving educational, legal, and ethical standards, the district commits to an annual review of its contents and implementation practices. This review process will be supported by an AI Advisory Committee composed of representatives from instructional staff, technology services, leadership, parents, students, and other relevant stakeholders, who will monitor emerging trends, regulatory guidance, and instructional impacts of artificial intelligence. Additionally, this framework is intended to be a living document and may be revised as needed throughout the year to address new technologies, clarify expectations, or respond to changes in policy, ensuring continued alignment with the district's mission and values.

## Closing Statement

AI and NLP tools can be valuable supports for learning when used thoughtfully and responsibly. As described above, these tools are intended to enhance a student's understanding—not replace traditional learning methods. With prior teacher permission, students are encouraged to use approved AI and NLP tools to deepen understanding, explore new perspectives, and access course materials in ways that best support their learning. If a student is ever unsure whether AI or NLP tools are permitted for a specific assignment, they should consult their teacher, who can provide appropriate guidance.

To ensure fairness, integrity, and consistency, all users are expected to follow the guidelines outlined in this framework. Misuse of AI tools may result in disciplinary action. For students, consequences may include measures up to and including suspension or expulsion. For staff, violations may result in disciplinary action up to and including suspension or termination of employment.