



TUHSD

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GUIDE FOR TUHSD STAFF

What are the most important things for me to know about Gen AI usage in our schools?



GENERATIVE AI BASICS



WHAT IS GENERATIVE AI (GEN AI)?

Generative AI is a type of artificial intelligence that uses advanced algorithms and machine learning techniques to create unique content, like images, music, and language. (TUHSD Gen AI Guidance Document Pg. 5)



HOW DOES GEN AI WORK?

Gen AI works by mimicking human thought processes and responding to specific prompts to generate new and original outcomes from large sets of data. This technology is changing how we create and interact with digital content, offering exciting opportunities for innovation and learning. (TUHSD Gen AI Guidance Document Pg. 5)



WHAT ARE WE USING?

TUHSD staff have access to M365 Copilot, a Microsoft Gen AI solution that ensures safety and data security at the institutional level. Teachers may also use Quizizz's AI tools to support their instructional needs. (TUHSD Gen AI Guidance Document Pg. 9)

SHOULD I BE WORRIED ABOUT MY STUDENTS' DATA?

Protecting student data is our priority! By using M365 Copilot and Quizizz, teachers and staff are able to keep student data secure. (TUHSD Gen AI Guidance Document Pg. 9)

ETHICAL USE OF GEN AI

Using Generative AI ethically in education means supporting, not replacing, professional expertise while ensuring materials are accurate, inclusive, and aligned with academic standards. Transparency, data privacy, and intellectual integrity are key to building trust and using AI responsibly in the classroom. (TUHSD Gen AI Guidance Document Pg. 13-14)



DATA SAFETY

ADDITIONAL RESOURCES

- [Generative AI Brief Overview](#)
- [AI Use in Class: Student Guidance, Examples, and GREEN strategy.](#)
- [Best Practices with Gen AI](#)
- [Citing Gen AI in Assignments](#)

AI *Use in Class:* A Student Guide



Know when it is appropriate to use generative AI in school.
Follow the guidelines below and always cite AI use, especially in levels 2 and 3.

LEVEL



AI IS NOT ALLOWED

You must do this work completely on your own.
Work at this level is reserved for testing and in-class assignments only.



LEVEL



AI FOR RESEARCH & IDEAS

You can use AI-enhanced search engines (Google, Bing, YouTube) to help you understand topics, get ideas, or research concepts.



LEVEL



AI FOR MINOR REVISIONS

You can use AI to make small improvements, like editing, getting feedback, or creating visuals, as long as you cite it. This is much like getting help from a tutor, parent, or peer.



LEVEL



AI FOR CONTENT CREATION

You can use AI to create content or to heavily alter work, but you must clearly cite AI and say how you used it. Expressed teacher permission is required at this level.



AI use often happens beyond the classroom. TUHSD's approach centers on guidance, trust, and clear expectations for students and teachers.

This model aligns with TUHSD's Generative AI guidelines and is adapted from Brophy College Preparatory's "[AI GUIDELINES FOR ACADEMIC INTEGRITY](#)."

Examples of Assignments at Each Level

Level	Student Example	Teacher Assignment Example	Sample Assignment Language
Level 0	A student completes an in-class essay, quiz, or written response entirely on their own without using AI for brainstorming, drafting, or editing.	A teacher assigns an in-class timed write, handwritten quiz, or closed-note assessment that must be completed independently without AI support.	<i>“This is a Level 0 assignment. Complete all work independently without using AI for brainstorming, drafting, revising, or editing.”</i>
Level 1	A student uses an AI-powered search tool to learn background information, generate possible research questions, or clarify directions before writing their own response.	A teacher asks students to use AI-enhanced search tools to gather background information, brainstorm topics, or clarify vocabulary before creating their own notes or response.	<i>“This is a Level 1 assignment. You may use AI to build background knowledge, brainstorm ideas, or clarify directions, but your final work must be your own.”</i>
Level 2	A student writes their own lab conclusion or essay draft, then uses AI to check grammar, suggest clearer wording, or give revision feedback before submitting the final version.	A teacher has students draft their own essay, lab report, or reflection first, then permits AI for proofreading, revision suggestions, or feedback before final submission.	<i>“This is a Level 2 assignment. You must create the original work yourself, but you may use AI for revision, editing, or feedback. Cite AI use if required by your teacher.”</i>
Level 3	With teacher permission, a student uses AI to generate a first draft of a presentation, outline a script, or create sample content, then reviews, revises, cites, and explains how AI contributed to the final product.	A teacher assigns a project in which students may use AI to generate a draft, outline, script, or creative product, provided they cite the tool, explain their process, and demonstrate understanding of the final work.	<i>“This is a Level 3 assignment. You may use AI to help create content only with teacher permission. You must clearly explain how AI was used and take responsibility for the final work you submit.”</i>

GREEN AI ROUTINE

Environmental Consciousness +
Responsible AI Use

Goal

What do I need help with (exactly)?



Reduce

How can I reduce AI use (shorter output, fewer runs, smaller scope)?



Evidence

What class source/data will I use to verify and improve this?



Ethics

Did I avoid harm (bias, misinformation, inappropriate use)?



No private data

Did I protect privacy and follow school guidelines?

