

AI Guidelines for Staff

Generative AI

This guidance establishes clear expectations for the responsible, ethical, and equitable use of Artificial Intelligence (AI) in Omaha Public Schools (OPS).

Approved AI Tools

AI is embedded in many OPS platforms (e.g., Amira, Read 180, Microsoft Word, Teams, Canvas, Canva). **Microsoft Copilot Chat** is OPS's approved AI Large Language Model (LLM) for staff due to strong privacy, security, and alignment with district content. Student access is limited to protect privacy.

AI should supplement critical thinking, effort, and learning. Responsible use strengthens instruction, equity, and engagement while keeping humans at the center of education. Professional judgement is essential to protect academic integrity, safety, and privacy.

OPS promotes AI use that:

- Supports instruction and learning without replacing thinking or effort
- Upholds academic integrity and prevents cheating or plagiarism
- Builds AI literacy, including awareness of bias, limitations, and ethics
- Improves instructional efficiency and personalization
- Prevents misuse, harm, and unsafe or illegal applications

Appropriate Classroom Uses

- Editing support (grammar, clarity, revision)
- Concept clarification and vocabulary support
- Guided math problem-solving (not answers)
- Brainstorming, outlining, and planning
- Creating original, non-copyrighted visuals

Gray Areas (Require Instructional Judgment)

- Partial drafting of student work
- AI explanations that replace student thinking
- Artistic style imitation
- Summaries of copyrighted materials

Human-Centered Approach

Educators retain full responsibility for instruction and decisions. All AI outputs must be reviewed, verified, and aligned with HQIM, district curriculum, and instructional goals. AI supports efficiency—it does not replace professional expertise or relationships.

Safety, Inclusion & Respect

AI must never be used to harm, embarrass, or deceive others. Assistive AI tools (e.g., text-to-speech, translation) may be used to support accessibility and equitable learning.

Academic Integrity Guidance

Transparency is required when AI is used. AI detection tools are unreliable and must not be used as sole evidence of misconduct. Authentic learning is best supported through in-class work, observation, and assignments that require personal voice and original thinking.

Prohibited Uses

- Submitting AI-generated work as original without approval or citation
- Completing assignments, essays, or tests with AI
- Cheating or bypassing learning
- Harassment, impersonation, or fake media creation
- Generating illegal, harmful, or unsafe content
- Copyright violations

Data Privacy

Do not enter student names, IDs, or confidential information into AI tools. Anonymize data and follow all district privacy requirements. FERPA information is located on the second page.

Key Risks to Monitor

- **Academic Integrity:** AI overuse can bypass learning and weaken critical thinking
- **Bias & Accuracy:** AI may generate incorrect or biased information
- **Impersonation & Deepfakes:** AI-generated media can cause harm and legal violations
- **Privacy & Security:** Sharing Personal or confidential data is prohibited
- **Equity:** Misuse and detection tools may disproportionately impact some students

Translation

AI Translation tools should never substitute for student interaction with HQIM

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FERPA, or the Family Educational Rights and Privacy Act, is a US federal law that governs the release of student records including private information and personally identifiable information. Sharing student records without a release of information or a data protection agreement in place breaks privacy laws. This includes the uploading of student information into AI technologies such as OpenAI (ChatGPT), Magic School, Curod, etc. Staff should not upload students' personally identifiable information (PII) into AI tools.

For a review of FERPA and OPS records release processes, including definitions of different types of student information, view this [video](#).

AI tools can still be used for planning by removing names, dates, and unique details, or use hypothetical examples. See "OK" and "NOT OK" examples of how to use AI tools below.

Purpose	✗ NOT OK (Do Not Upload)	✓ OK (Safe to Use)
Writing feedback	Student names tied to grades, comments, or work samples	Anonymous sample feedback using "a student," "Student A," or a hypothetical scenario
Academic performance	Spreadsheets with student names, IDs, or email addresses	Aggregated or de-identified data (e.g., "10 students scored below proficiency")
Behavior support	Descriptions that include names, family details, or unique incidents	Generalized behavior scenarios without identifying details
Special education / supports	IEPs, 504 plans, diagnoses, or accommodation lists tied to a student	Asking for <i>general</i> accommodation strategies for a type of learner
Parent communication	Emails referencing specific students or incidents	Template emails with placeholders (e.g., "[student name]")
Lesson differentiation	Student-specific learning profiles	Class-level or hypothetical learner profiles
Assessment analysis	Uploaded tests or essays with student identifiers	Sample or fictional student work
Class rosters	Names, student IDs, contact information	Role-based descriptions (e.g., "a class of 25 ninth graders")
Counseling or sensitive issues	Mental health, trauma, custody, or medical information	Broad questions about best practices or schoolwide supports

Resources:

**Many [OPS-approved educational technology](#) (edtech) tools use AI technologies. OPS is under contract with these vendors, and they have signed Data Protection Agreements that meet district and legal privacy requirements. Only these approved tools may be used with student data.

AI in Education: Canvas Learning Hub <ul style="list-style-type: none"> - AI Basics for K-12 Educators - Prompt Writing with Microsoft 365 Copilot Chat - Enhance Teaching and Learning with Microsoft 365 Copilot Chat - NDE Ai Introduction 	Lesson and Learning Prompts (Coming Soon) Canva AI (Coming Soon) Microsoft Teacher (Coming Soon)
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