



AI HANDBOOK

Our District Commitment:

In Tornillo ISD, we are committed to leveraging AI to enhance the educational experience for all students while ensuring that its use strictly aligns with our core values of equity, innovation, and academic excellence.

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Introduction

Purpose of the Handbook

This handbook serves as a foundational guide for the responsible use of Artificial Intelligence (AI) within Tornillo ISD, with the understanding that AI is an evolving technology. As AI continues to advance, so too will our practices, policies, and educational strategies. The purpose of this handbook is not only to provide current guidelines and best practices but also to establish an adaptable framework that can scale alongside future developments in AI technology.

For additional information regarding the District's use of Artificial Intelligence (AI) and technology resources, please refer to **TASB Policy CQD (LEGAL)** available at:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=443&code=CQD#legalTabContent>

Overview of AI in Education

Artificial Intelligence (AI) in a K-12 environment refers to the use of advanced computer systems that simulate human intelligence to enhance teaching, learning, and administrative processes. In this setting, AI can assist with personalized learning, data analysis, classroom management, and resource optimization. It can automate routine tasks, provide real-time feedback to students, support differentiated instruction, and improve student outcomes by offering tailored educational experiences based on individual learning needs and behaviors.

AI also plays a critical role in supporting educators by streamlining administrative

functions, assisting with custom curriculum development, and offering tools to track student progress accurately. While AI holds transformative potential for education, offering opportunities to enhance both teaching and learning experiences within Tornillo ISD, its integration presents challenges that must be carefully and proactively managed. Issues such as data privacy, algorithmic bias, and the ethical use of technology are critical concerns that need strategic addressing to ensure that AI supports rather than detracts from our educational mission

At Tornillo ISD, we integrate AI to enrich student learning, ensuring every technological advancement reflects our core commitment to equity, innovation, and academic excellence.

Guidelines for AI Use in Tornillo ISD

Use AI to Enhance Learning, Not Replace It

AI tools should be used to support critical thinking, creativity, and personalized learning. Teachers and students must understand that AI is a tool to aid in learning, not a substitute for personal effort, individual inquiry, or independent problem-solving.

Ensure Ethical and Responsible Use

All users are expected to engage with AI technologies ethically, following district policies on academic honesty and digital citizenship. This includes proper attribution and citation of AI-generated content, ensuring integrity and fairness in all academic activities.

Respect Privacy and Data Security

Users must follow strict district policies on privacy and data security when interacting with AI tools. Personal and student records must be completely protected, and AI tools must never be used in a way that violates privacy laws or district guidelines. Teachers are responsible for educating students about data protection.

Be Aware of AI Bias and Limitations

Users should be trained to recognize that AI systems are not free from bias and can reflect the limitations of the data used to train them. Teachers should educate students on how to critically assess AI outputs and identify potential biases in automated recommendations, assessments, or learning tools.

Continuous Learning and Adaptation

AI technologies evolve rapidly; therefore, district users must commit to continuous learning and adaptation. Ongoing professional development for teachers and digital literacy training for students will ensure that AI tools are used effectively and responsibly as new solutions emerge.

Safety, Privacy, and Security

AI Safety and Compliance

The District complies with all relevant safety, privacy, and security regulations regarding the use of technology, including federal laws FERPA (Family Educational Rights and Privacy Act) and COPPA (Children's Online Privacy Protection Act), to fully protect student data and privacy. Tornillo ISD will work closely with AI vendors and tool providers to ensure that all deployments adhere to strict safety standards. Contracts with AI vendors will include explicit legal clauses regarding privacy compliance, accompanied by ongoing audits. Board policy CQ Legal and Local guides our technology resource implementation.

Data Guidelines for AI Technology

To protect district information and student data, regulated, confidential, and sensitive data must not be input into AI technology that is not listed on p.9 of the handbook.

Examples of this data include:

1. Regulated Data- Student health information, medical records, credit card/financial details, and criminal justice records.
2. Confidential Data- Personally Identifiable Information (PII) such as social security numbers, birthdates, student home addresses, and proprietary district intellectual property.
3. Sensitive Data- District operational workflows, employee personnel records, performance evaluations, and internal administrator communications.

Considerations for AI Use

Best Practices for Digital Citizenship

Students and teachers are continuously guided on the responsible use of AI and the importance of maintaining academic integrity. Training emphasizes utilizing AI to support, rather than replace, individual critical thinking and creativity. Proper citation practices and avoiding plagiarism are highlighted as key pillars of responsible online behavior. Furthermore, students are explicitly taught about their digital footprints and how their online actions affect their personal, professional, and academic reputations.

Ethical Use and Transparency

Tornillo ISD empowers users to leverage AI ethically and transparently. By consistently practicing proper attribution and citation of AI-generated materials, our community upholds the highest standards of academic honesty, ensuring fairness and integrity remain at the heart of our digital citizenship.

Ensuring Fairness and Equity

Common pitfalls associated with AI use in education include algorithmic bias, the reinforcement of historical inequities, and the compounding of the digital divide. AI systems can unintentionally reflect and reinforce biases present in their training datasets, leading to unfair outcomes in areas such as student automated assessment or resource allocation. The digital divide also presents a prominent risk, as students with limited access to private hardware or reliable home internet may not benefit equally from AI tools. Tornillo ISD mitigates these negative impacts by conducting regular audits, evaluating tool outputs for patterns of bias, and ensuring equitable district-wide device deployment.

Tornillo ISD mitigates these risks by conducting regular evaluations of approved AI tools, reviewing outputs for potential bias, providing district-issued devices to support equitable access, and offering ongoing digital citizenship and cybersecurity education through **Vector Solutions**. These efforts help ensure that AI technologies are implemented responsibly, fairly, and in alignment with the district's educational mission.

Identifying Potential Risks in Tornillo ISD

While AI offers transformative educational benefits, Tornillo ISD recognizes the importance of proactively identifying and managing associated risks, such as algorithmic bias and the digital divide. Because AI systems can inadvertently mirror historical biases present in their training data, there is a risk of unfair outcomes in areas like automated student assessment or resource distribution. Additionally, the digital divide poses a significant challenge; students lacking reliable home internet or personal devices may not benefit equally from these advancements. To protect our students, Tornillo ISD proactively monitors these issues through regular systemic audits, critical reviews of AI outputs for discriminatory patterns, and an unwavering commitment to ensuring equitable technology access across our entire student population.

Developing Mitigation Strategies & Taskforce Initiatives

To aggressively address and mitigate these risks, Tornillo ISD will establish a dedicated AI Taskforce. This specialized group will be responsible for developing comprehensive mitigation strategies and overseeing routine ethical audits to ensure all district AI systems are fair, unbiased, and equitable. The task force will champion initiatives to close the digital divide, guaranteeing universal access to transformative AI technologies for every learner. By integrating continuous data monitoring, establishing active feedback loops between educators and students, and adhering to our district-wide AI literacy framework, the task force will ensure that all AI tools are deployed ethically and inclusively.

Actively Addressing and Dismantling AI Bias

Addressing bias requires ongoing vigilance and community partnership. Tornillo ISD mandates the regular evaluation of all approved AI tools to detect and eliminate algorithmic prejudices, particularly in critical areas like personalized learning, automated grading, and resource allocation. Through continuous professional development for our staff and active collaboration with diverse community stakeholders, the district is equipped to recognize and dismantle technological bias. This ensures that our AI applications never reinforce existing disparities but rather serve as equitable instruments that elevate academic excellence for all learners.

Uses of AI in PK-12 Academics

AI as a Teaching Tool

Assessment and Feedback: Real-time analysis of student performance to pinpoint structural learning gaps, enabling immediate instructional adjustments.

Automated Grading: Rapid grading of structured assessments and quizzes, giving instant feedback to students, and returning administrative time back to teachers.

Content Creation: Efficient generation of customized learning materials, quizzes, worksheets, and

comprehensive lesson plans mapped to standard curriculums.

Differentiated Instruction: Dynamic tailoring of learning activities and resources to fit diverse educational profiles, including advanced tracks and special education accommodations.

Language Translation and Inclusivity: Automated language learning support and translation features to ensure accessibility for non-native English speakers.

AI for Student Engagement & Learning

AI-Driven Learning Analytics: Empowers students to take ownership of their education by tracking their own progress through intuitive platforms that highlight individual strengths, identify areas for growth, and analyze personal learning habits.

Language and Translation Support: Enhances accessibility and language acquisition for all learners by utilizing conversational AI bots, advanced speech recognition, and instant translation features.

Dynamic Interactive Learning: Keeps students engaged through interactive, AI-powered exercises that automatically adapt to match their current skill levels and personal interests.

Immersive Educational Experiences: Utilizes augmented and virtual reality environments to bring history, science, and geography to life, providing hands-on, memorable learning encounters.

Creative Exploration Tools: Encourages artistic and literary expression by allowing students to explore complex projects and ideas using AI-powered writing assistants, art generators, and music composition platforms.

Personalized Learning Paths: Allows students to navigate their education at their own optimal pace, delivering customized lessons, resource recommendations, and targeted support based on their unique performance data.

On-Demand Virtual Tutors: Provides reliable access to virtual study assistants capable of guiding students through homework, explaining complex concepts, and generating practice exercises at any time.

Advanced Assistive Technologies: Integrates high-performance speech-to-text and text-to-speech capabilities to ensure all learning environments and materials remain deeply accessible to every student.

Instantaneous Feedback: Delivers immediate, actionable feedback on quizzes, essays, and problem-solving tasks, allowing students to instantly adjust and refine their learning strategies.

Critical Thinking and Simulations: Challenges students with interactive games and real-world simulations specifically designed to foster critical problem-solving, active experimentation, and sharp decision-making skills.

Approved AI Tools for Tornillo ISD



Streamline administrative workflows and dynamic lesson planning for teachers; assist students with advanced essay drafting, organizing research databases, and driving collaborative group projects.

Teachers & Staff	Students
Free with district login	Free with district login



Canva AI Tools

Enables easy creation of presentations, project posters, and digital designs using automated suggestions and secure text-to-image elements.

Teachers & Staff	Students
Free with district login	Free with district login



Microsoft Copilot

Provides a secure interactive chat interface for real-time lesson generation, text summarization, brainstorming ideas, and productivity enhancement.

Teachers & Staff	Students
Free with district login	Free with district login



ChatGPT

Utilized by educational staff to efficiently draft parent communications, conceptualize instructional strategies, and streamline daily.

Teachers & Staff	Students
Free with district login	Not Available to Students

Uses of AI in Educational Administration

AI for Campus & Central Administration Optimization

- Analytics Tools
- Scheduling and Timetabling Tools

- Behavior Management
- Communication and Collaboration Tools
- Learning Management Systems (LMS)
- Safety and Security Systems
- Professional Development
- AI for Social Media Management
- Teaching and Learning Support

AI in Decision-Making

- Predictive Analytics in Education
- Strategic Data-Driven Decision Making
- Feedback Analysis
- Technology Planning and Evaluation
- Cybersecurity Risk Assessment
- Safety and Security Monitoring
- Resource Allocation and Budget Planning

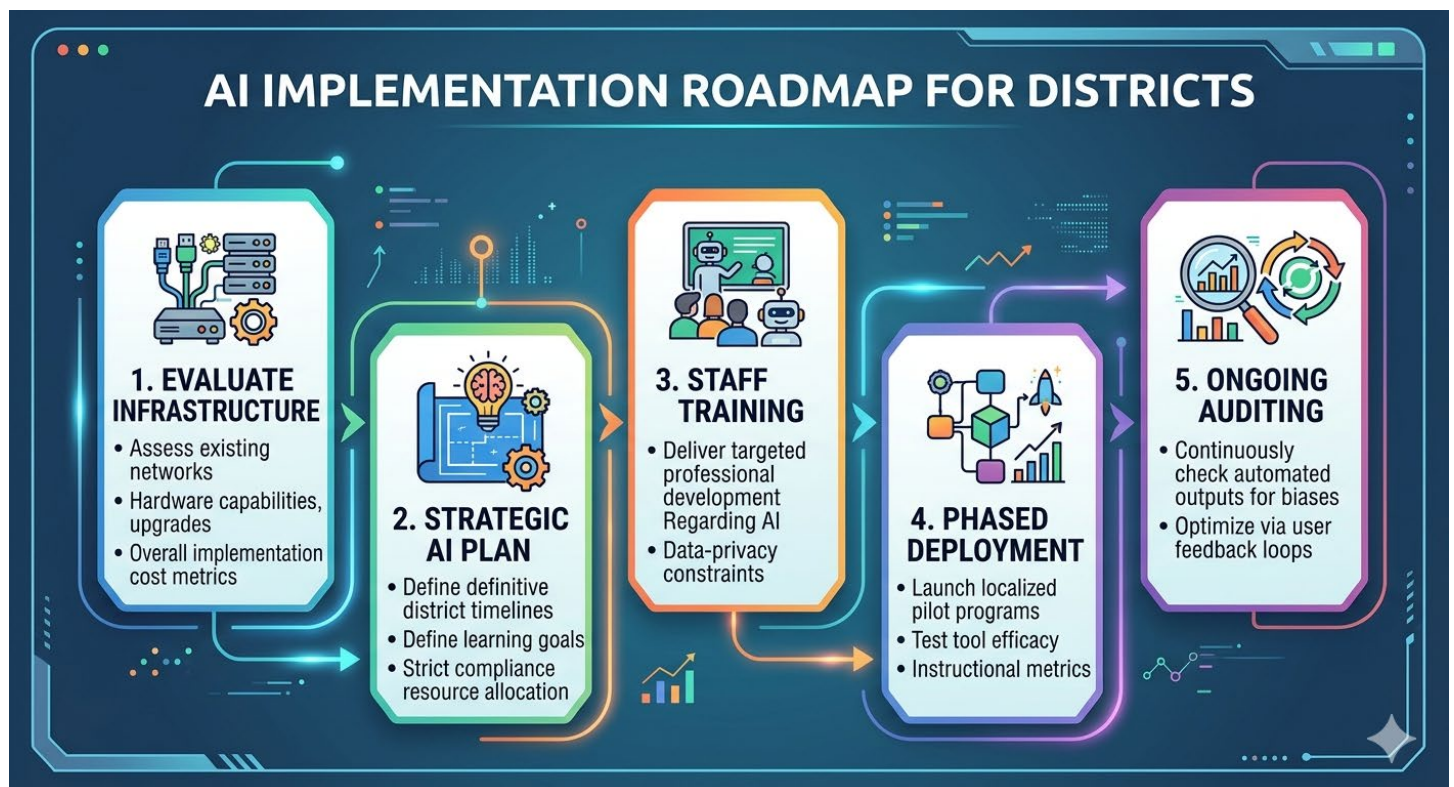
Steps for Strategic District AI Implementation

Appendix:

Glossary of AI Terms

Adaptive Learning Platform: A digital educational system utilizing data-driven algorithmic instructions to dynamically customize learning materials for individual students based on active responses.

AI Literacy: The critical baseline knowledge and technical competencies required to effectively navigate, interpret, evaluate, and responsibly leverage AI systems.



Algorithm: A strict, mathematical set of rules or sequential logical processes followed by a computer system to solve complex problems or automate data operations.

Artificial Intelligence (AI): The broad simulation of human cognitive intelligence by computer systems, specifically encompassing learning, logic formulation, contextual adaptation, and reasoning.

Automation: The functional programming of technical systems to execute explicit workflows with minimal human intervention, maximizing operational efficiency.

Bias in AI: Systemic prejudice embedded within an AI's model structure, stemming from unrepresentative or skewed training datasets, leading to unequal or discriminatory outputs.

Machine Learning (ML): A prominent subset of AI focused on training software models to identify deep patterns within complex datasets and improve predictive behavior over time without explicit static coding.

Purpose

As technology evolves, Tornillo ISD is committed to preparing our students for a dynamic future while safeguarding their well-being, privacy, and academic integrity. This Code of Ethics establishes a framework for the responsible, equitable, and effective use of Artificial Intelligence (AI) by students, faculty, and administrators.

1. Core Ethical Principles

Privacy, Security, and Data Protection

The safety of our students and staff is paramount.

- **Data Privacy:** No personally identifiable information (PII)—including student names, ID numbers, grades, or behavioral records—shall be entered into public or third-party AI models.
- **Compliance:** All AI tools utilized within the district must comply with FERPA, COPPA, and Texas data privacy laws.
- **Vetting:** Only district-approved AI platforms may be used for instructional or administrative purposes.

Equity and Accessibility

AI should bridge gaps, not widen them.

- **The Digital Divide:** Tornillo ISD will ensure that all students have equal access to approved AI tools and the necessary hardware/internet to use them, regardless of socioeconomic status.
- **Bias Mitigation:** Staff must remain vigilant against algorithmic bias. AI outputs must be critically evaluated to ensure they do not reinforce cultural, racial, gender, or linguistic stereotypes.

Academic Integrity and Human Oversight

AI is a tool to enhance learning, not replace thinking.

- **The "Human-in-the-Loop" Principle:** AI will never replace the critical role of the educator. Final decisions regarding grading, student discipline, and curriculum will always be made by human professionals.
- **Authentic Learning:** Students will be taught how to use AI as a collaborator for brainstorming and research, while emphasizing that submitting AI-generated work as their own constitutes academic dishonesty.

2. Standard Operating Guidelines

For Students

- **Transparency:** Students must disclose when and how AI was used in the creation of an assignment (e.g., via citations or a brief reflection statement).
- **Critical Thinking:** Students are expected to fact-check AI outputs, as AI can generate incorrect information ("hallucinations").
- **Responsible Citizenship:** Using AI to create deepfakes, cyberbully, cheat, or generate inappropriate content is strictly prohibited and subject to the TISD Student Code of Conduct.

For Faculty and Staff

- **Instructional Integration:** Teachers are encouraged to use AI to streamline lesson planning, generate diverse examples, and differentiate instruction for varying learning needs.
- **Bias and Grading:** AI may be used to assist in generating feedback, but it cannot be the sole determinant of a student's grade.

- **Professional Development:** The district will provide ongoing training to ensure staff feel confident, competent, and ethical in their AI usage.

For Administration

- **Procurement:** Vendor AI tools must undergo a rigorous vetting process regarding data security and ethical sourcing.
- **Transparency with Community:** TISD will maintain open communication with parents and the community regarding how AI is being used in classrooms.

3. Implementation Matrix

To ensure this policy translates from paper to the classroom, Tornillo ISD will utilize the following implementation framework:

Stakeholder	Responsibility	Action Item
Technology Dept.	Security & Vetting	Maintain a "Whitelist" of approved, data-secure AI tools for campus use.
Campus Leadership	Oversight & Culture	Integrate AI guidelines into student handbooks and academic integrity policies.
Teachers	Instruction & Modeling	Clearly define "AI-Allowed" vs. "AI-Prohibited" zones for specific assignments.

District Commitment

Tornillo ISD believes that by fostering AI literacy today, we empower our students to lead tomorrow. We commit to navigating this technological frontier with caution, curiosity, and an unwavering commitment to the human element of education.