

## MEMORANDUM

To: Board of Education

From: Jason Smit, Ed.D., Assistant Superintendent

Date: June 10, 2026

Subject: Artificial Intelligence Guidance Framework and Administrative Policy Review

During the 2025–2026 school year, Palos Heights School District 128 formed an Artificial Intelligence (AI) Think Tank made up of teachers, administrators, and instructional leaders. Their goal was to explore the opportunities, challenges, and impacts of artificial intelligence in education.

The Think Tank assessed new AI educational technologies, instructional uses, opportunities to engage students, ways to improve operations, and privacy concerns. They also considered how these technologies align with the District's Portrait of a Learner and Strategic Plan.

Based on their findings, the committee recommended implementing Google Gemini for staff and Canva AI tools for staff and students in grades 3–8 in approved educational settings. This collaboration resulted in the District 128 Artificial Intelligence Guidance Framework: Preparing Students for Their Tomorrow. The framework sets clear expectations for responsible, ethical, and human-centered AI use, with a focus on student wellness, data privacy, academic integrity, transparency, and meaningful learning experiences.

The framework is based on the District's Portrait of a Learner competencies: Perseverance, Innovation, Communication, Wellness, and Citizenship. It reflects the belief that artificial intelligence should act as a partner in learning, while ensuring people remain central to decision-making.

While developing this guidance, administrators also reviewed existing Board policies and administrative procedures related to technology use, student conduct, academic integrity, employee responsibilities, student records, privacy protections, cybersecurity, and instructional practices.

Existing Board policies were found to provide a strong foundation for responsible AI implementation. The Artificial Intelligence Guidance Framework offers practical guidance and allows the District to adapt as technologies, educational practices, and legal requirements change.

To support implementation, District administrators updated the Student-Parent Handbook to clearly outline expectations for responsible and ethical use of artificial intelligence. The revisions cover academic integrity, proper use of technology, privacy, transparency, and adherence to teachers' AI guidelines. Each year, students and families will review these expectations and acknowledge them as part of the handbook sign-off process. At the start of the 2026–2027 school year, families will receive information about the district's approach to AI, along with updated handbook sign-off procedures.

The District will continue to monitor guidance from the Illinois State Board of Education (ISBE), the Illinois Association of School Boards (IASB), legal counsel, and other educational organizations. Administrators will regularly review and update the framework and may recommend changes to procedures, handbooks, or policies as new guidance emerges. The framework will be reviewed annually and updated as needed to reflect changes in technology, educational practice, legal requirements, and District priorities.

District 128 is committed to preparing students for their tomorrow while ensuring that technology amplifies human potential, strengthens relationships, and supports meaningful learning experiences.