

Los Angeles County Office of Education's

Generative Artificial Intelligence in TK-12 Education Guidelines



**Los Angeles County
Office of Education**

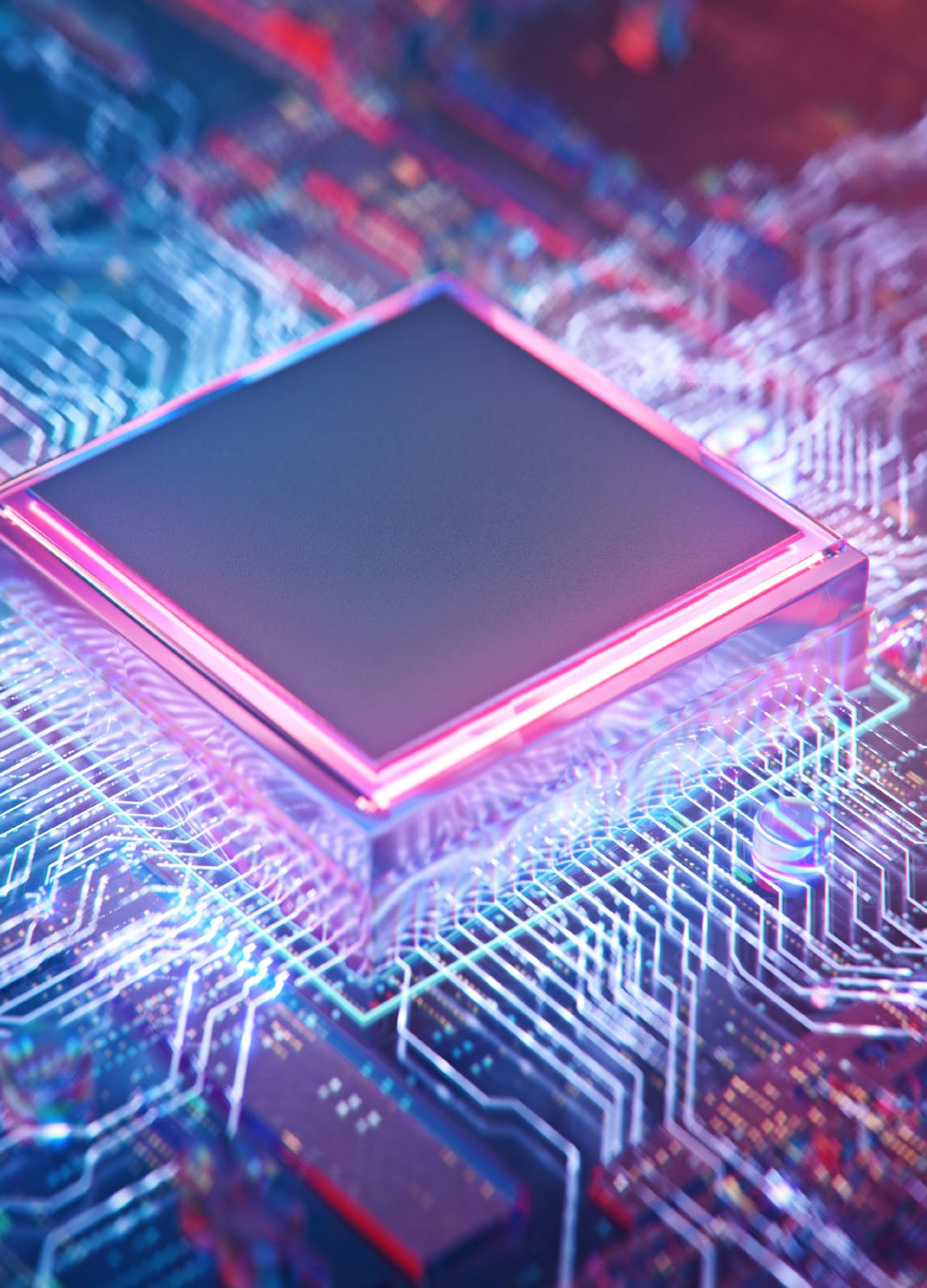


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GENERATIVE ARTIFICIAL INTELLIGENCE

Generative artificial intelligence (Gen AI) is a type of artificial intelligence that can create entirely new data, like text, images, or even music. It's distinct from other AI in that it's not just analyzing and understanding existing information, but rather using that knowledge to produce something original.

Gen AI has the potential to revolutionize education by personalizing learning, fostering creativity and preparing students for the future. However, concerns about bias, misinformation and data privacy must be addressed to ensure its responsible use.

As gen AI tools become more prevalent, it's important for educators and students to understand AI literacy, to have the knowledge and skills to use and critically evaluate AI systems and tools. AI literacy is a vital skill set for educators and learners to decide if and how to use AI systems for teaching and learning.

As AI continues to evolve, the education community will need to navigate these challenges and opportunities to ensure AI is used effectively and ethically to enhance learning for all students.



SUPERINTENDENT'S WELCOME MESSAGE

Artificial Intelligence is rapidly changing many fields, including education. It is already transforming how some school districts operate across areas like human resources and finance, to student information management and diagnostics, teaching and learning and industry alignment and career readiness.

Ensuring that districts, educators, and families are prepared for this change and are equipped to harness AI's benefits will be imperative over the coming years and into the future.

While AI presents exciting opportunities for education, addressing challenges such as accessibility, equity and overreliance on the technology requires a thoughtful approach. That's why LACOE created a Task Force to develop guidelines to incorporate AI responsibly within our schools, enhance the quality of education and create an equitable learning environment for students. By fostering critical thinking skills alongside AI integration, we can ensure technology empowers both educators and students for a future of enriched learning. I want to thank the students, teachers, district leaders, LACOE staff and community partners who participated in this work.

The guidelines have been broken down into easily accessible pieces of information in each section including key points, quick tips and an equity lens. Where possible, we have also linked to additional tools and resources.

We hope you find the following information to be a helpful resource for our education community in navigating the transformational technological advances generated by Artificial Intelligence.

Sincerely,
Debra Duardo, M.S.W. Ed.D.
Los Angeles County Superintendent of Schools





KEY POINTS

The Task Force is focused on:

Responsible Use: Ensuring AI is a tool that supports educators and promotes fairness in educational opportunities.

Student Well-being: Prioritizing student privacy, safety and equity in all AI applications.

Effective Implementation: Developing clear guidelines for evaluating, piloting and using AI tools, with an emphasis on mitigating bias and ensuring equitable access for all learners.



EQUITY LENS

Central to the task force’s mission is the promotion of equity in AI implementation. This entails addressing issues of bias, privacy, accessibility, representation and digital divide to ensure that AI technologies benefit all students equitably.

TASK FORCE OVERVIEW

LACOE’s AI in Education Task Force was formed in December 2023, following the passage of a [Joint Board Resolution](#).

The Task Force consists of students, educators, school administrators, colleges and universities, non-profits, businesses and philanthropy organizations from across Los Angeles County’s 80 school districts.



They focused on developing comprehensive guidelines and procedures regarding the evaluation, piloting, procurement and use of AI technologies for local educational agencies to guide them in the adoption and ethical use of

AI in their respective educational environments.

As AI becomes more integrated into the educational sector, it holds the potential to enhance learning through personalization and efficiency. For educators, it’s crucial to prioritize equity in AI implementation plans to close the digital divide, prevent widening educational gaps and ensure fair distribution of resources.



NEEDS ASSESSMENT SUMMARY

LACOE partnered with [Project Tomorrow](#) and [ASU Learning Transformation Studios](#) to launch a research-based needs assessment on the state of Generative AI in K-12 districts in LA County.

The survey focused on people's familiarity with Generative AI, their beliefs and attitudes toward Generative AI in education and their concerns and challenges with Generative AI. The Task Force used [preliminary data](#) from this survey to inform the development of key points, define areas of need and identify topics for professional learning.



KEY POINTS

Survey Details

- The survey was open from February 13, 2024 – May 31, 2024
- More than 1,100 responses were received as of April 8, 2024
- 48% Teachers, 40% School and District Administrators represented
- 16% of teachers and 23% of administrators assessed themselves as having a good or deep understanding of Gen AI in educational settings

What teachers and administrators say is needed to support effective use of AI

- Professional learning for educators
- Recommendations on best practices or use cases for Gen AI
- Professional learning for school and district leaders regarding management of Gen AI learning environments
- Information about what Gen AI tools are most appropriate to support teaching and learning
- Information about how student data is protected within Gen AI tools and guidance toward what Gen AI tools to use within the classroom
- Understanding of state and federal regulations and policies around Gen AI usages in K-12 schools



ASSESSING BENEFITS AND RISKS OF AI

Before adopting an AI policy, it's crucial to assess its potential benefits, risks, biases, security implications, impacts on labor dynamics and effects on educational equity. This involves evaluating the positive impacts of AI adoption, identifying and mitigating risks and biases, ensuring robust cybersecurity measures, addressing workforce implications and promoting fairness and inclusivity in education.



EQUITY LENS

- Establish a safe learning environment for students and teachers to feel comfortable sharing candid thoughts.
- Design AI implementation to provide scaffolding and differentiation assistance for neurodivergent, English Language Learners and other groups to address developmental bias.
- Promote digital citizenship and discussions to foster critical thinking about AI's potential impact on marginalized groups.

BENEFITS FOR INSTRUCTION

- Create customized resources for more personalized learning experiences
- Provide language and accessibility support
- Provide instant feedback and guidance to students
- Improve student outcomes and foster joy of learning

BENEFITS FOR ADMINISTRATIVE FUNCTION

- Enhancing Communications
- Streamline administrative tasks
- Improve data driven decision making





QUICK TIPS

Strategies to Access Benefits and Risks

- Establish clear decision-making processes of all education partners to have diverse perspectives to prevent bias.
- Prioritize responsible AI integration, focusing on personalized learning without exacerbating existing disparities.
- Advocate for inclusive content creation processes and empower marginalized groups in AI development.
- Promote responsible use of AI tools, including educating users on ethical guidelines.
- Train users on detection and prevention of AI misuse, equipping them with the knowledge to identify suspicious activity.



ASSESSING BENEFITS AND RISKS OF AI

During the planning stages, develop strategies to address these risks to mitigate their impact and ensure a responsible and equitable implementation of AI technologies.

CHALLENGES

- Increased dependency upon technology
- Too much screen time in school
- Lack of human interaction
- Data privacy concerns
- A lack of understanding about responsible AI use could exacerbate the decline in critical thinking and creativity skills, leading to potential misuse of AI

AREAS OF CONCERN

- Data Privacy
- Ethical Concerns - such as cheating, deepfakes, cyberbullying
- Lack of Social interactions
- Legal Uncertainties
- Professional Development/ Training is lacking
- Hallucinations/ Drifts/Incorrect Information

SECURITY

- Intentional malicious use
- Target for cyber attacks
- Manipulation of learning systems
- Intellectual property concerns



QUICK TIPS

Regularly review and update the contracting protocols based on new regulations, technological advancements, and lessons learned from deployments.



EQUITY LENS

- Look for vendors with inclusive data collection practices that avoid perpetuating existing biases, and who also audit their data to identify and address these biases.
- Transparency is key. The vendor should be able to explain how their AI models make decisions, and have mechanisms for human oversight, especially in critical situations.
- Does the vendor consider the needs of users with disabilities and offer multilingual support if applicable?



VETTING VENDORS

Develop contracting protocols to hold vendors accountable and compliant requires careful consideration of legal requirements, industry standards and best practices.

Research: Federal guidelines, state student data privacy laws and vendor expectations (such as bias, accuracy, security, privacy and transparency)

Data Policies and Standards Documentation: Written data policies and standards, including data quality, retention, archiving and disposal policies. Evidence of communication of these policies to all relevant stakeholders.

Vendor Selection: Formal solicitation process (RFP) should include clear privacy guidelines, pricing and proposals demonstrating responsible AI.

Evaluation and Pilot: Negotiate terms, conduct audits, pilot successful vendors and collect pilot data.

Implementation: Clear contracts and communication for ongoing accountability.

[VIEW WORKSHEET](#)

PILOT TESTING OF PRODUCTS

Pilot testing helps catch problems early on, saving time and money by allowing for adjustments before things get expensive. It should be part of the procurement process.

The feedback received also helps organizations understand how users interact with their product, and if it addresses educational goals within the pilot, leading to a more successful launch. Pilot testing minimizes risk, maximizes user adoption and produces a better product in the end.



AI pilot testing requires careful planning. Start by defining goals, scope, success metrics and potential issues. Then, identify the right AI tools, secure implementation support, and plan for data collection, reflection and adjustments throughout the pilot.

RECOMMENDATIONS FOR PILOT TESTING



QUICK TIPS

- Solve for the right problem
- Have strong agreement upfront
- Determine meaningful metrics
- Keep it simple
- Be ready to adapt



EQUITY LENS

To ensure an equitable pilot test, gather a diverse group that reflects your target audience and consider accessibility needs. Provide multiple ways for participants to give feedback in their preferred language and analyze the data while considering participant demographics to ensure everyone has a fair shot at shaping the final product.





EMPOWERING STAFF

AI can be a powerful tool to empower the entire school community. By automating repetitive tasks and providing data-driven insights, AI can free up valuable time for all staff members.

Training and support are crucial for successful AI adoption. Schools can offer staff development workshops tailored to different roles and needs, helping everyone understand how AI can enhance their work. Certification programs, mentorship opportunities and other engaging activities can further equip staff to leverage AI effectively, leading to improved outcomes in key areas such as standardized test scores, graduation rates and college and career readiness.

It's essential that AI adoption aligns with the district's vision, mission and core values. AI is a tool to augment human decisions, not replace human interaction. After all, education thrives on strong relationships. The goal is to leverage AI to empower these relationships, allowing staff to dedicate more time and energy to personalized support and fostering a positive learning environment.

ONGOING LEARNING OPPORTUNITIES





KEY POINTS

Project Tomorrow survey results indicated respondents want:

- 77% professional learning for educators about how to use Gen AI effectively and efficiently.
- 68% recommendations on best practices or use cases for Gen AI.
- 68% professional learning for school and district leaders about how to manage a Gen AI learning environment.
- 66% information about what Gen AI tools are most appropriate to support teaching and learning.
- 55% information about how student data is protected within Gen AI tool usage on what AI tools to use within the classroom.
- 53% understanding of state and federal regulations and policies around Gen AI usage in K-12 schools.



QUICK TIPS

- Begin with a needs assessment
- Set measurable goals
- Create customized learning paths
- Offer collaboration and communities of practice
- Pilot projects and experiment
- Discuss ethical considerations and data privacy
- Include hands-on experiences
- Evaluate and reflect



EQUITY LENS

- Training should address potential biases in AI and how to mitigate them.
- Materials and interpretation services should be offered in multiple languages.
- Flexible scheduling, formats, and financial support can help overcome participation barriers.
- Venues and materials should be accessible, with accommodation provided for disabilities.



COMMUNICATIONS STRATEGY

A communications strategy helps audiences make sense of circumstances, reduce ambiguities and build trust.

AI is a powerful technology, but as the Project Tomorrow survey revealed, it's also complex and can be misunderstood. Explain AI in clear, easy-to-understand terms, to help students, parents and educators with varying technical backgrounds connect with AI on a familiar level. This can help build trust and ensure people understand how AI is being used.

By making AI relatable, showcasing its benefits and fostering a safe environment for exploration, we can demystify AI and encourage our education community to embrace its potential.

Tailor communication strategies to reach different audiences, including students, parents, staff and community members. Use a variety of approaches to promote transparency, understanding and trust among audiences.



AI in EDUCATION COMMUNICATIONS TOOLKIT





QUICK TIPS

Agile: Uses an array of messages, people, platforms and routines to proactively communicate and respond authentically when needed

Responsive: Meets stakeholders where they are (including emotionally); differentiates based on audience; aims to decrease stress and confusion

Connected: Supports collaborative relationships between families and schools; empowers family engagement; prioritizes those most impacted



EQUITY LENS

- Accessibility Considerations
- Language Accessibility
- Cultural Sensitivity
- Representation and Diversity
- Community Engagement



KEY POINTS

Explain what AI is and how it works: Many people don't have a good understanding of AI, so it's important to explain the basics in a way that they can understand.

Share examples of how AI is being used: Talk about the different types of AI tools, how it is used in the real world, and how it can be used in the classroom.

Address their concerns: Acknowledge concerns of AI replacing jobs, students using it to cheat, students not learning how to think critically, the tool being used for bullying, etc. Explain how AI can be used to enhance teaching and learning.

Offer guidance and support: If there's interest in using AI, offer to help them get started. Help them find the right tools, provide training and answer any questions they have.





CONTINUOUS MONITORING

To effectively gauge the impact of AI implementation in the district, review and track various Key Performance Indicators in different areas, including assessing the success of AI initiatives, ensuring cost efficiency, maintaining data security and privacy compliance, providing professional development for administrators and evaluating the human experience.





KEY POINTS

- **Focus on Equity:** Ensure AI use benefits all students and staff, not just some. Regularly assess for biases and adjust as needed.
- **Track Implementation:** Monitor the number of AI initiatives, completion rates and alignment with strategic goals.
- **Staff Training:** Measure staff usage through surveys and ensure ongoing professional development for effective AI utilization.
- **Cost-Effectiveness:** Analyze both direct and indirect costs (training, support) of AI tools and compare them to traditional methods to assess return on investment (ROI).
- **Data Security and Privacy Compliance:** Prioritize data security and privacy by ensuring AI tools meet established standards.
- **Human Connection:** Evaluate the impact of AI on human interaction (staff and students) before and after implementation.
- **Infrastructure and Support:** Allocate adequate resources for ongoing guidance, support, professional development, security and maintaining digital ecosystems.



QUICK TIPS

- Always choose time bound, measurable outcomes.
- Measurements can include perception data, if data is regularly collected.
- Create a timeline for reviews.
- Automate feedback collection and analysis.



EQUITY LENS

Regular review of these KPIs empowers the school district to make informed decisions about AI utilization while prioritizing equity, inclusivity, and the overall enhancement of learning, staff support and community engagement.



FEEDBACK LOOP

A robust feedback mechanism fosters a culture of collaboration, openness, and responsiveness, contributing to the successful integration of AI systems in education.

Establish feedback mechanisms to gather input from stakeholders regarding their understanding of AI systems and any areas of concern. This enables the school district to address misconceptions and improve communication strategies over time.





QUICK TIPS

- Conduct Online Surveys
- Distribute Feedback Forms
- Hold Focus Groups
- Host Online Discussion Forums
- Organize Town Hall Meetings
- Offer a Feedback Hotline or Email



EQUITY LENS

- Make feedback forms accessible in different formats
- Proactively reach out to underrepresented groups
- Offer a safe space for expressing concerns anonymously
- Provide transparency about the feedback process
- Evaluate barriers or inequities in participation



BUDGET PLANNING

AI systems themselves have licensing fees, implementation costs and ongoing maintenance needs. But responsible AI use goes beyond the software. Budgeting for AI development should encompass regular audits, both internal and potentially external, to identify bias and ensure compliance with data privacy laws. Additionally, staff training on responsible data handling practices is crucial.

To make sound financial decisions, districts should conduct a cost-benefit analysis and consider a phased implementation with a pilot program to navigate risks, gain stakeholder buy-in, gather insights about technical requirements, user needs, and develop the feasibility and potential value of the pilot programs. Consider in-house resources versus using off the shelf products. Review procurement guidelines and requirements to find opportunities to cover costs. Most importantly, a long-term plan is needed to ensure the financial sustainability of the AI program alongside its educational benefits.

Consider putting in place an allocation for an innovation fund to stimulate the development of AI and other innovations at the district, school or classroom level.





QUICK TIPS

- Think beyond software: Don't just consider the AI system's price tag. Factor in training for teachers and IT staff, potential audits for ongoing management.
- Start smart: Pilot the AI program with a smaller group to gauge its effectiveness and refine your budget based on real-world needs.
- Seek additional funding: Research grants or funding programs that support responsible AI use in education.
- Prioritize long-term sustainability: Develop a long-term plan to cover ongoing costs associated with the AI program, potentially through adjustments to existing budgets.



EQUITY LENS

- Allocate resources for targeted training for teachers and students, especially those from underserved communities.
- Budget for assistive technologies and translation services to bridge any accessibility gaps.
- Ensure diverse representation in audits to identify potential biases in the AI system that might disproportionately impact certain student groups.



ACKNOWLEDGMENTS

We are grateful to the [Task Force](#), which includes students and members from the respective organizations below, for developing guidelines that include a strong emphasis on ensuring equitable access and outcomes for all students to help districts incorporate AI responsibly within our schools.

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RESOURCE LINKS

Policy/Guidance Resources

[The White House: Executive Order on the Safe, Secure, and Trustworthy Development and Use of Artificial Intelligence](#)

[US Dept of Education: Artificial Intelligence and the Future of Teaching and Learning - Insights and Recommendations](#)

[CDE: Artificial Intelligence in California: Learning with AI, Learning about AI](#)

[LACOE AI Resources](#)

Toolkit Resources

[TeachAI: AI Guidance For Schools Toolkit](#)

[Common Sense Media AI Literacy Lessons](#)

[Common Sense Education: AI usage policies: A practical guide for schools](#)

[Council of the Great City Schools and COSN K-12 Generative AI Readiness Checklist](#)

[Kapoor Foundation: Responsible AI and Tech Justice: A Guide for K-12 Education](#)

[AI Tools Resource Links](#)

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