

# Seguin ISD Generative AI Acceptable Use Policy (Google Gemini)

## Purpose & Scope

The purpose of this policy is to define the responsible, ethical, and secure use of Google Gemini, a generative AI tool, by faculty and staff. This policy applies to all employees using Gemini for administrative, instructional, or professional purposes.

## Data Privacy & Security

As of 2026, Google Gemini is a core service within our district's Google Workspace. This means school account data is protected under our district's existing privacy agreement.

- **No Personal Accounts:** Employees must only use Gemini through their official school-issued Google account. Never use personal Gmail accounts for school-related AI tasks.
- **PII Protection:** Despite enterprise-grade protections, do **not** input highly sensitive student personally identifiable information (PII) into prompts.
  - *Allowed:* "Write a feedback summary for a student who is struggling with algebraic fractions."
  - *Prohibited:* "Write a feedback summary for [Student Name] in [Specific Class] who has an IEP for Dyscalculia."
- **Compliance:** All usage must remain compliant with **FERPA, COPPA, TRAIQA** and our district's data governance policies.
- **Security & "Jailbreaking":** Employees and students must use Gemini exclusively through district-approved channels and network filters. Any attempt to bypass security protocols or disable built-in AI safety guardrails through malicious prompt engineering is strictly prohibited.

## Ethical Use of AI

To maintain a safe and honest learning environment, all district employees and students must adhere to the following ethical standards when using AI tools:

- **Prohibition of "deepfakes" and digital forgeries:** Users may not use AI to create, modify, or distribute "deepfakes"—highly realistic but false images, videos, or audio recordings. This includes any attempt to impersonate a student, staff member, or community leader, or to portray an individual saying or doing something that did not occur.
- **Prevention of Harmful or Harassing Content:** AI tools must not be used to generate, prompt, or refine content that is harassing, discriminatory, or harmful. This includes any material that violates the District's anti-bullying policies or creates a hostile environment based on race, gender, religion, or any other protected status.

- **Academic Integrity and Intellectual Property (IP):** AI-generated content must be used as a supplement to, not a replacement for, original work. Users are prohibited from plagiarizing professional works or using AI to circumvent IP laws. All AI-assisted work must be properly disclosed, and sources must be cited according to District academic integrity guidelines.
- **Preservation of Personal Communication:** AI should not be used to automate communications that require a high degree of empathy, personal judgment, or confidentiality. This specifically includes individual parent-teacher updates regarding sensitive student matters (e.g., behavioral issues, IEP/504 discussions, or grade-level interventions), where a direct "human-to-human" connection is vital.
- **Prevention of Misrepresentation:** Users must never present AI-generated content as their own original thought or professional findings. Any significant use of AI in the creation of reports, curriculum, or communications must be transparent to the recipient to maintain trust and professional accountability.

### Professional Accountability

Human employees remain the primary authority and must apply their own discernment to every AI-generated output.

- **Fact-Checking:** Gemini can "hallucinate" (state false information confidently). Employees are 100% responsible for the factual accuracy of any AI-generated content sent to parents, students, or administration.
- **Bias Mitigation:** Employees must review AI outputs for potential bias regarding race, gender, disability, or socioeconomic status before implementation.
- **The "Human-in-the-Loop" Requirement:** AI must not be used to make final, automated decisions on student grades, disciplinary actions, or personnel evaluations without direct human review.

### Instructional Guidelines

Our commitment to ethical AI use is built upon these foundational expectations for transparency, assessment, and instructional modeling.

- **Instructional Transparency:** Educators must document the use of Gemini in lesson planning or resource development within their professional records. Transparency ensures that AI is used as a supportive tool rather than a substitute for pedagogical expertise.
- **Assessment Integrity:** When using Gemini to generate assessments, quizzes or rubrics, staff are responsible for verifying that all content strictly aligns with TEKS and accurately reflects the specific curriculum delivered in the classroom.
- **Instructional Modeling:** Teachers should model "Effective Prompting" for students, emphasizing, framing AI as a sophisticated tool for brainstorming and scaffolding, not a replacement for original critical thinking and analysis.

## **Grade-Level Appropriate Use Guidelines:**

To ensure developmental readiness, student interaction with Google Gemini is governed by the following tiers:

- **Pre-K–Grade 2:** No direct student use. AI is used strictly by the teacher to create materials or mediated activities.
- **Grades 3–5:** Limited, highly supervised use. Requires explicit parental consent for specific classroom projects.
- **Grades 6–8:** Guided use within strict teacher-defined parameters. Requires parental consent and digital literacy instruction.
- **Grades 9–12:** Broader guided use. Students explore Gemini as a primary research and drafting partner under teacher oversight.

## **AI Assessment Scale:**

Teachers and students are encouraged to clearly communicate the level of AI involvement using this 5-point scale:

1. **No AI (Restrictive)** - All work must be 100% human-generated. No AI tools allowed.
2. **Brainstorming Only** - AI may be used for ideation or outlining; final work must be original.
3. **Research Assistant (Moderate)** - AI helps locate/organize info; core content and synthesis are original.
4. **Drafting Tool** - AI assists in drafting/revision; student owns and edits the final product.
5. **Full Exploration (Permissive)** - AI used freely; focus is on the process, prompting, and critical evaluation.

## **Compliance & Violations:**

The use of Google Gemini is a privilege, not a right. Non-compliance with the guidelines outlined in this policy—including the mishandling of student PII, the creation of deepfakes, or the circumvention of district filters—may result in:

- Temporary or permanent loss of access to AI tools.
- Disciplinary action in accordance with District Tier 1-4 behavior protocols or standard employee handbook procedures.
- Legal action if the violation involves a breach of state or federal privacy laws (FERPA/TRAIGA).

## **Policy Review & Evolution**

The field of Generative AI is rapidly evolving. As such, this AUP is a "living document" subject to semi-annual review by the Technology Department, Curriculum and Instruction, and Executive Leadership Team. Updates will be communicated to all stakeholders to ensure alignment with Texas Education Agency (TEA) updates and new legislative requirements.

**Acknowledgement**

By clicking "Accept" or continuing to use Google Gemini through your district-issued account, you acknowledge that you have read, understood, and agree to abide by the parameters set forth in this Generative AI Acceptable Use Policy.