



Westminster School District

WSD INSPIRES!

Gunn Marie Hansen, Ph.D., Superintendent

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Date: **September 11, 2024**

The Honorable Maria D. Hernandez
Presiding Judge
Orange County Superior Court
700 Civic Center Drive West
Santa Ana, CA 92701

Re: Westminster School District's Response to the 2023-24 Orange County Grand Jury Report on *Use of Artificial Intelligence in Public Schools (K-12)*

To the Honorable Maria D. Hernandez:

The Westminster School District (District) commends the Grand Jury for its time and attention devoted to studying this very important issue and publishing the Grand Jury Report dated June 12, 2024 entitled: *Use of Artificial Intelligence in Public Schools (K-12)* (Report).

The District has thoroughly reviewed and considered the Findings and Recommendations in the Report. In accordance with California Penal Code sections 933 and 933.05, the Grand Jury has requested that the District respond to Findings and Recommendations made in the Report. The District responds to the Grand Jury's Findings and Recommendations with the following:

Finding 1

Orange County's K-12 public schools have implemented policies and/or guidelines around the use of different AI platforms in varying and inconsistent ways. Some prohibit AI's use; others allow it; and some don't have policies or guidelines governing AI at all.

The district cannot comment on other districts' policies and guidelines around using AI platforms. As it pertains to Westminster School District, we have created a task force comprised of Westminster stakeholders to:

1. educate stakeholders on AI in education and the use of AI platforms
2. provide input on AI Guidelines
3. provide input on an amendment to our existing Acceptable Use Policy
4. provide input on AI policy.

The Westminster AI Task Force will have three meetings before the October 2024 board meeting. The goal is to provide draft guidelines and policies to the school board for review and input. The AI Task Force will convene to review the school board's input to prepare the final draft to be presented at the November 2024 board meeting.

Finding 2

Superintendents provide varying levels of support in implementing AI policies and/or guidelines in their respective school districts.

The District partially disagrees in that it cannot comment on the superintendent's level of support in implementing AI policies and/or guidelines in other districts. As it pertains to Westminster School District, the Superintendent supports educating district and site leadership, teachers, and a cohort of teachers on

1. understand AI in education
2. practical applications for administrative tasks
3. unpacking content standards with AI
4. designing differentiated lessons and assessments with AI
5. designing blended learning lessons with AI

The superintendent supports a strategy to educate adult personnel first before introducing AI in the classroom. The goal is to equip and build AI literacy and fluency in leadership and educators and then to communicate to parents what AI is and what “good” AI and “bad” AI look like in education. The superintendent also supports piloting AI platforms that function under our domain and are monitored through our network. Only AI platforms that abide by student data and privacy laws are permitted for teachers at that time. Students have not been introduced to AI platforms at this time.

Finding 3

There are many resources to guide educators in using AI. Several Are available at the local level through the Orange County Department of Education, Orange County Board of Education, CEO Leadership Alliance Orange County, and Orange Unified School District Technology Department, to name a few. However, utilization and even awareness of the availability of such resources are highly variable across school districts.

The District does not have firsthand information regarding the utilization and awareness of the availability of AI resources across school districts. As it pertains to Westminster School District, the available resources that the district can access come from Orange County Department of Education's AI forward meetings, the Orange County Department of Education's Educational Technology Network, Local AI conferences, the International Society of Technology in Education, (ISTE) network, the Computer Using Educator's,

(CUE) Conference and the Orange County Chapter of CUE. Other online resources are national and local webinars, Online Learning with Dr. Sabba Quidwei's Design for Schools AI Course, aiEDU online resources, and Common Sense Media Education.

Recommendation 1

By June 30, 2025, Orange County's K-12 schools should implement policies and guidelines regarding the appropriate use of AI. These may be provided at the district level or within individual schools through the adoption of an Acceptable Use Policy, Code of Ethics, or other written directives addressing the use of AI.

The District has not yet implemented this recommendation but will implement this recommendation by the June 30, 2025 deadline with the following action plan:

The Westminster AI Task Force met on May 7, 2024, and will convene again on September 17, 2024, and October 3rd, 2024 to gather input from stakeholders. An Amended Acceptable Use Policy, AI guidelines, and AI Policy will be reviewed by the Superintendent's cabinet before the October 17, 2024 board meeting. Our goal is to provide draft guidelines and policies to the school board on October 17, 2024. The AI Task Force will convene to review the school board's input to prepare the final draft to be presented at future school board meeting for adoption.

Recommendation 2

Superintendents should ensure that their schools have policies that cover, at a minimum: the scope, guiding principles, and training regarding the responsible use of AI tools by students and teachers; any prohibited uses of special considerations regarding AI tools; and related security, privacy, and safety considerations.

The District has not yet implemented this recommendation but will implement this recommendation by the June 30, 2025 deadline with the following action plan:

Scope of Work for Artificial Intelligence in Westminster Elementary School District

The scope of work for artificial intelligence (AI) in Westminster School District will focus on strategic planning, professional development, student engagement, policy development, and integration into existing curriculum and practices. The goal is to equip teachers with AI tools that enhance instructional practices while ensuring the district is aligned with ethical standards and district-wide learning goals.

Key Focus Areas:

1. **Teacher Capacity Building:** Train teachers on AI tools and strategies for improving instruction, time management, differentiation, and personalized learning.

2. **Curriculum Integration:** Develop AI-assisted lesson plans that align with district goals and learning standards.
3. **Policy Development:** Establish policies on ethical use, data privacy, and AI's role in the classroom, ensuring the district maintains safe practices.
4. **Evaluation and Feedback:** Regularly assess the impact of AI tools and gather feedback from educators and students to refine practices.

Action Plan

Phase 1: Foundational Work (Month 1–3)

Action	Outcome	Timeline	Status
Form an AI Task Force	Define roles, create a shared vision, and establish key objectives, including prohibited uses of AI tools.	Complete within the first month	Complete
Conduct a Needs Assessment	A detailed report highlighting professional development needs, opportunities, and areas of concern (e.g., privacy, ethical issues).	Month 2	In Progress
Develop an AI Policy Framework	District-wide AI policy document outlining acceptable use, prohibited uses, privacy guidelines, and security practices.	Month 3	In Progress

Recommendation 3

K-12 students should be trained on the appropriate use of AI.

The District has not yet implemented this recommendation but will implement this recommendation by the June 30, 2025 deadline with the following action plan:

Key Focus Areas:

1. **Student Engagement:** Create opportunities for students to engage with AI concepts, starting with exposure to AI's role in everyday life and basic AI literacy.

Action Plan

Phase 3: Student Engagement and Curriculum Integration (Month 7–9)

Action	Outcome	Timeline	Status
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AI Literacy for Students	AI becomes part of digital citizenship lessons/technology instruction, with special emphasis on privacy, ethics, and responsible use.	Month 7	Not Started
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Integrate AI into Core Subjects	Sample AI lessons in core subjects aligned with privacy and security best practices.	Month 8–9	Not Started
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Phase 4: Scaling, Evaluation, and Future Planning (Month 10–12)

Action	Outcome	Timeline	Status
Evaluate AI Integration	Evaluation report to guide future AI adoption, with an emphasis on compliance with privacy and security protocols.	Month 10	Not Started

Expand AI Implementation	Broader adoption of AI tools while ensuring adherence to data privacy, security, and ethical standards.	Month 11–12	Not Started
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Recommendation 4

K-12 teachers should be trained on the appropriate use of AI.

Key Focus Areas:

1. **Teacher Capacity Building:** Train teachers on AI tools and strategies for improving instruction, time management, differentiation, and personalized learning.
2. **Curriculum Integration:** Develop AI-assisted lesson plans that align with district goals and learning standards.

Action Plan

Phase 2: Teacher Professional Development (Month 4–6)

Action	Outcome	Timeline	Status
AI Literacy and Tools Training	Teachers equipped with AI tools and an understanding of prohibited uses and security guidelines.	Ongoing from Month 4	In Progress

Offer PD sessions on AI literacy and the secure, ethical use of AI tools like Quizizz AI, Brisk Teaching, and MagicSchool.	Teachers are equipped with practical tools to integrate AI into their instruction responsibly, with an understanding of prohibited activities (e.g., collecting student performance data without consent).	Ongoing from Month 4	In Progress
Launch Cohort to Pilot AI Projects	A report documenting successes, challenges, and compliance with privacy and security policies.	Month 5	In Progress
Create a Resource Hub	Centralized access to AI tools, lesson plans, privacy/security guidelines, and support resources for teachers.	Month 6	Not Started


Recommendation 5

Schools and educators should be encouraged to collaborate with the various available AI consortiums and think tanks, such as OCDE and CLAOC, to effectively implement AI and establish basic tenets for its use.

The District has implemented this recommendation as follows:

The Westminster School District has been attending the Orange County Department of Education's AI forward monthly meetings since October 2023 to the present and will continue to attend. The district also participates in the Orange County Department of Education's Educational Technology Network, Local AI conferences, the International Society of Technology in Education, (ISTE) AI Network, the Computer Using Educator's, (CUE) Conference, and the Orange County Chapter of CUE. The district attends national and local webinars on Artificial intelligence and curates AI Articles from education list serves and newsletters.

Sincerely,



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Superintendent

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