



**Board of Education**

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Crystal Turner, Ed.D.  
**Superintendent**

August 29, 2024

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

Re: Saddleback Valley Unified 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 Saddleback Valley Unified 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/or guidelines around the use of AI platforms. As it pertains to Saddleback Valley Unified School District, we have begun to implement basic guidelines around the use of AI platforms.

**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 Saddleback Valley Unified School District, our Superintendent has supported the implementation of AI policies and guiding principles by encouraging collaboration with the Orange County Department of Education's efforts in AI, hiring an AI

Teacher on Special Assignment, and teacher/administrator workshops on Artificial Intelligence across our district.

### **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 is highly variable across school districts.**

The District partially disagrees with the finding. The District does not have firsthand information regarding the utilization and awareness of the availability of the AI resources across school districts. As it pertains to Saddleback Valley Unified School District, many of the resources listed and others have been or will be shared and utilized throughout the 2024-2025 school year with teachers and staff.

### **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 June 30, 2025, with the following action plan:

To ensure the responsible use of AI tools by students, teachers, and staff, we are revising our Acceptable Use Policy (AUP) to align with educational goals and comply with legal and ethical standards.. The first step will be to review the existing AUP to identify gaps and areas needing updates related to AI usage. Following this, we will research best practices and guidelines from reputable sources such as ISTE, Common Sense Education, and government regulations, ensuring that our updated AUP aligns with current standards. We will then assemble a working group that includes representatives from administration, teachers, IT staff, legal advisors, and AI experts to provide diverse perspectives in the policy revision process. A draft AUP will then be created addressing AI use across all relevant aspects, including ethical considerations, security, privacy, and prohibited uses. After completing the draft, we will engage in stakeholder consultations, gathering feedback from students, parents, teachers, and administrators to ensure the policy is practical and comprehensive. Finally, we will review and incorporate the feedback into the final policy draft, ensuring it meets the needs of all stakeholders.

### **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 June 30, 2025, with the following action plan:

To ensure comprehensive policies are in place for the responsible use of AI tools by students and teachers, we will develop a framework that includes clear guidelines on scope, guiding principles, training, prohibited uses,

and related security, privacy, and safety considerations. We will begin by defining the scope and guiding principles through the formation of a committee that includes administrators, AI experts, and legal advisors. This committee will produce a document outlining the scope of AI use in education and guiding principles that emphasize ethical and educational benefits. Next, we will develop training programs for students and teachers to ensure they understand how to use AI tools effectively and ethically, with deliverables including training modules and a schedule of sessions. We will also identify prohibited uses and special considerations by establishing a list of AI tools that are not allowed and guidelines for specific concerns unique to our school environment. To protect students and staff, we will implement policies and procedures addressing security, privacy, and safety, ensuring compliance with local and national regulations. Lastly, these policies will undergo review and approval by the school board and relevant authorities to secure official endorsement and support.

### **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 June 30, 2025, with the following action plan:

To ensure that K-12 students understand the responsible and effective use of AI tools, we will develop a comprehensive training program that emphasizes ethical considerations, potential benefits, and associated risks. This program will also work to ensure students under the age of 13 and those aged 13-17 without parental permission do not need an AI user account to complete any educational work. We will begin by forming a planning committee composed of educators, administrators, AI experts, and curriculum developers to guide this initiative. The committee will identify specific learning objectives for each grade level (K-6, 7-12) to ensure the training program is age-appropriate and covers essential topics. Based on these objectives, we will develop tailored curriculum materials, including lesson plans, interactive activities, and both digital and print resources. A pilot program will be implemented in select classrooms to gather initial feedback and make necessary adjustments before full rollout. Additionally, we will conduct training sessions for teachers and staff who will deliver AI training to students, ensuring they are well-prepared and confident. Finally, the program will be rolled out district-wide across all grade levels.

### **Recommendation 4**

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

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

To equip K-12 teachers with the knowledge and skills to effectively and responsibly use AI tools in their classrooms, we are developing a comprehensive training program. This program will ensure that teachers understand the benefits, ethical considerations, and potential risks associated with AI. We will begin by forming a planning committee that includes educators, administrators, AI experts, and professional development coordinators. The committee will first assess teachers' current knowledge, skills, and concerns regarding AI through surveys or focus groups to identify specific needs and gaps. Based on this assessment, we will define clear learning objectives for the training program, covering essential topics such as ethical use, curriculum integration, and AI management. Training modules, interactive activities, case studies, and assessment tools will be developed to provide comprehensive and practical content. A pilot program will be implemented with a small group of teachers to gather feedback, refine the content, and make necessary adjustments before the full rollout across the district.

## **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 not yet implemented this recommendation but will implement this recommendation by June 30, 2025, with the following action plan:

To encourage and facilitate collaboration between schools, educators, and AI consortia or think tanks, we will undertake a series of initiatives aimed at effectively implementing AI in education. We will start by identifying relevant AI consortia, think tanks, and organizations such as OCDE and CLAOC, creating a list of key partners for collaboration. Once identified, we will establish communication channels with these organizations to build relationships and open lines of communication. A collaborative committee consisting of educators, administrators, and IT staff will be formed to lead these efforts, ensuring dedicated resources and leadership for collaboration activities. This committee will work with consortia and think tanks to define clear collaboration goals and objectives, ensuring alignment of efforts and mutual benefits. A collaboration framework will be created to provide a structured approach, including guidelines, roles, responsibilities, and processes. Finally, we will organize joint workshops and seminars with AI consortia and think tanks to facilitate knowledge sharing and capacity building among all stakeholders involved.

Please accept the information provided herein as the District's responses to the Orange County Grand Jury's Factual Findings and Recommendation in the Report. Once again, we appreciate the time and attention that the Grand Jury devoted to this very important issue.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Crystal Turner', with a long horizontal flourish extending to the right.

Crystal Turner, Ed.D.  
Superintendent