



## Lincolnshire-Prairie View School District 103

Memo

To: Board of Education  
From: Dr. Craig Chatham  
CC: Dr. Katie Reynolds  
Date: **August 13, 2026**  
Re: Technology & Assessment Executive Summary

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### **AI & D103 Updates:**

- Our D103 AI Guidelines are ready to be released and will be communicated to staff, students, and families over the next couple of weeks. The following information is a summary of what was presented during the July 2026 School Board meeting.
  - Staff will receive professional development on small portions of the guidelines at a time during institute days and staff meetings. We are prioritizing pieces that would be most helpful right away.
  - Students will receive grade-appropriate instruction on AI over the course of the school year, focusing first on the “Responsible Use Guides” as seen in the D103 AI Guidelines.
  - There is a plan to share the Responsible Use Guides at each school’s curriculum nights. These guides are student-facing and address appropriate use of AI.
  - We did not want the guidelines to be missed by families with all of the beginning-of-year communication, so we will most likely communicate them out during the second week of school.
- Development of an AI scope and sequence will continue during this school year.
  - Our D103 AI Committees will continue their work on a scope & sequence
  - The Lake County AI Leadership Collaborative will continue working on a scope & sequence
  - We hope to have the scope & sequence, plus template lessons ready for use by the second half of this school year.
- We are planning to creatively and frequently communicate how AI is being used in D103 schools this year.

### **Summer Safety Refresher and Secondary Reunification Site:**

- We held our 4th annual ‘Summer Safety Refresher’ on August 3rd at our reunification site.

- Members of our local Police and Fire departments joined D103 administrators, district office staff, and building front office staff to review our safety practices and run through a brief reunification exercise.
- Information about the Summer Safety Refresher will be shared with building safety teams.
- Safety information will be reviewed with students, staff, and families throughout the school year.
- We have also secured a secondary site for reunification.
  - If we ever have the need to reunify and our primary site is unavailable, this new local site would serve as our second option.

### **Summer Technology Projects:**

- Preparation of new 1st and 5th-grade iPads - **Complete**
- Installation and configuration of a new Firewall - Planned completion by 08/14
- Preparation of laptops for the refresh of Half Day teacher devices - **Complete**
- Prepare and implement a summer safety refresher where we invite D103 staff and community partners to refresh, level set, and level up our knowledge of safety practices - **Complete**
- Prepare for the switch to internal support of printers - mainly developing the systems needed to maintain continuity of functionality and use - **Complete**, but will require some trial and error as we learn how to fine-tune our system.

### **AI of the month!**

- The following resources were recently released by ‘[AI for Education](#),’ a well-known and reliable source of thinking and resources around AI in Education:
  - [Misconceptions about Generative AI \(GenAI\)](#)
  - [Guidance on AI Detectors](#)