

AI Use in the Classroom Guidelines

Purpose:

To provide clear guidelines and expectations for educators using AI tools to support lesson planning, curriculum development, classroom management, and instructional design while ensuring ethical, responsible, and effective use.

Scope

These guidelines apply to all teachers using AI tools for:

- Lesson planning
- Unit and curriculum development
- Creating presentations and visual materials
- Designing assignments, assessments, and projects
- Supporting classroom management
- Differentiating instruction for diverse learners


Guiding Principles

- **AI as an Assistant:** Use AI as a support tool, not a replacement for professional judgment and pedagogical expertise.
- **Transparency:** Be transparent about the use of AI in creating materials when appropriate, especially in collaborative or shared resources.
- **Equity & Accessibility:** Choose tools that promote inclusion and address diverse learning needs (e.g., ELLs, IEPs).
- **Privacy & Data Protection:** Do not input student data or sensitive information into AI tools that are not approved or compliant with data privacy standards (e.g., FERPA, GDPR).
- **Academic Integrity:** Avoid using AI to generate grading comments or feedback without thoughtful review; ensure student learning is fairly assessed.
- **Cultural Awareness:** Review AI-generated content for bias, cultural insensitivity, or inaccuracies before use in instruction.

1. Approved Use Cases

Teachers may use AI tools to:

- Generate and adapt lesson plans, units, and learning objectives aligned to standards
- Draft presentations, anchor charts, and visual aids
- Create differentiated assignments, quizzes, and project prompts
- Develop rubrics, exit tickets, and feedback templates

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- Brainstorm classroom routines, behavior scripts, and engagement strategies
 - Translate materials or simplify text for various reading levels

2. Tool Selection & Access

- Only use AI tools approved by the school or district (e.g., MagicSchool, Eduaide, Diffit, ChatGPT, Canva AI, etc).
- Prefer tools with education-specific features, clear terms of use, and data privacy policies.
- Maintain strong passwords and follow login protocols where applicable.

3. Expectations for Use

- Review all AI-generated content for accuracy, relevance, and appropriateness.
- Customize content to reflect your students' needs, classroom culture, and instructional goals.
- Cite AI assistance when appropriate in shared or published materials (e.g., "Generated with the support of ChatGPT").
- Stay current by attending ongoing PD sessions and sharing tool tips with colleagues.
- Encourage student inquiry about AI, but do not assign work that encourages unethical use (e.g., using AI to write essays or complete tests unless explicitly part of the assignment's objective).

4. Ethical Use Checklist

- ✓ No personal or student data shared
- ✓ Reviewed for bias, accuracy, and cultural relevance
- ✓ Supports (not replaces) teacher planning and grading
- ✓ Clear citations when appropriate
- ✓ Used to enhance, not hinder, student learning