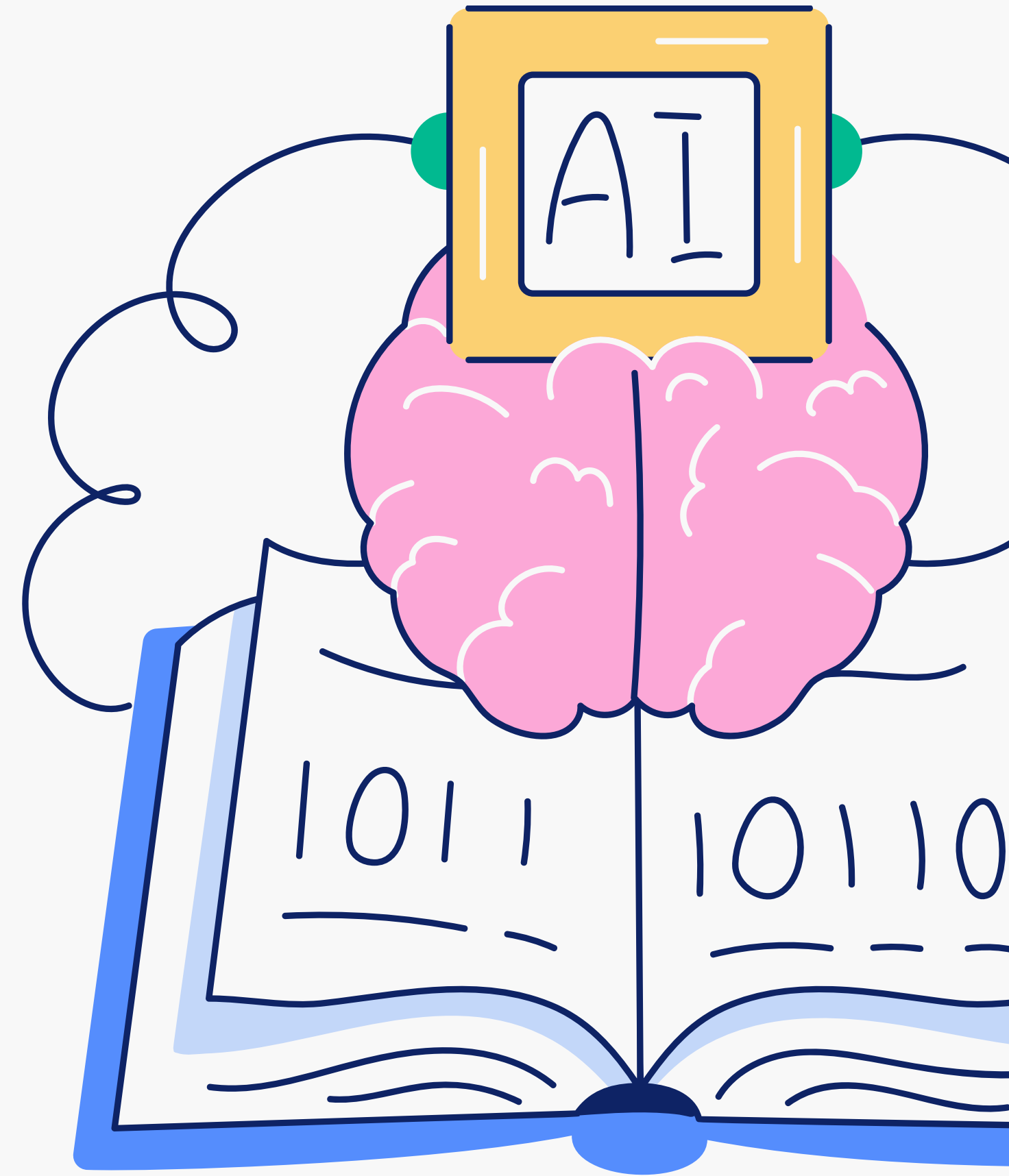


USING AI TO MAKE YOUR LIFE AS A TEACHER EASIER

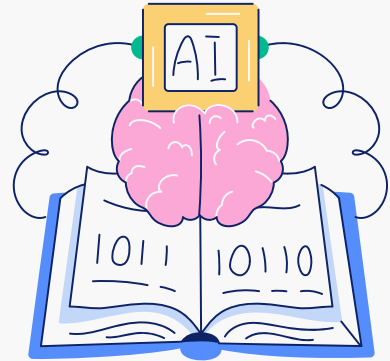
USING AI TO MAKE YOUR LIFE AS A TEACHER EASIER

WHAT IS AI?

- Artificial Intelligence (AI) refers to the ability of machines and software to perform tasks that typically require human thinking.
- This can include recognizing patterns, generating text, making decisions, or predicting outcomes.
- AI works by using large amounts of data and algorithms to "learn" how to respond or generate output.
- It is not human, but it mimics certain types of human thinking.
- AI is in much of the technology you are already using, even if you do not realize!



TYPES OF AI USED IN EDUCATION



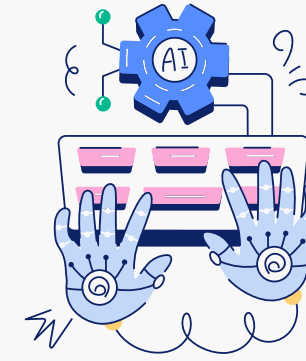
Text-based AI

Answers written questions, gives ideas, or helps explain something.



Speech-to-text AI

Tools that convert your voice into written notes or captions.



Writing Help

Tools that check your spelling and grammar use, or reword sentences.



Image Generation

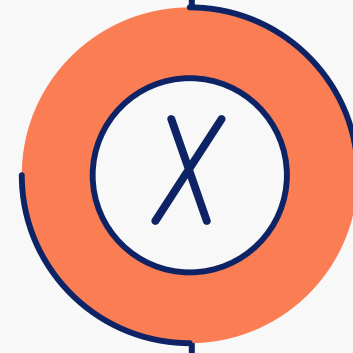
Tools that create visuals, charts, or graphics based on prompts.

WHAT'S OKAY VS NOT OKAY?

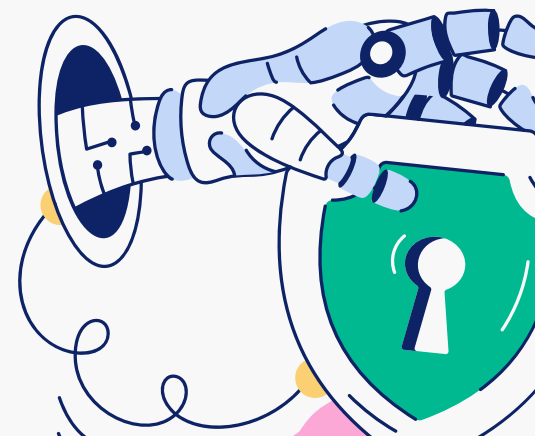
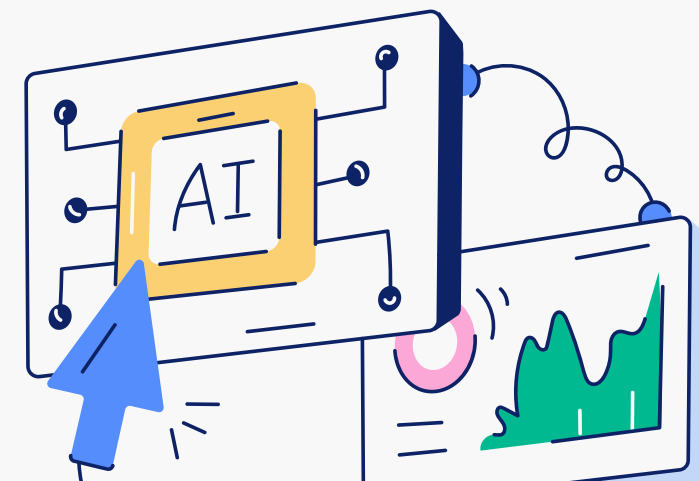
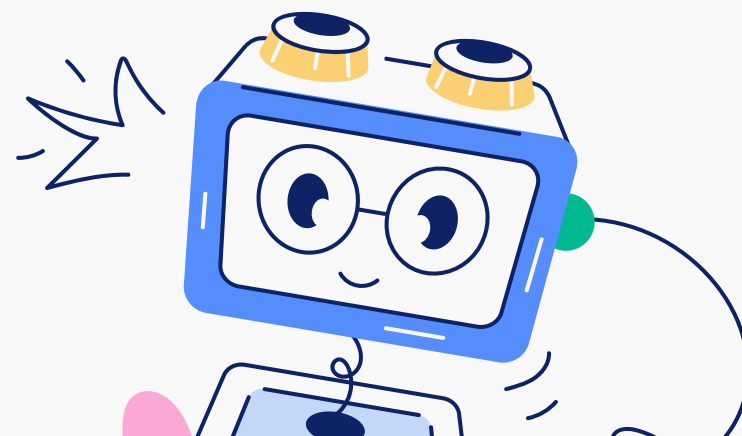
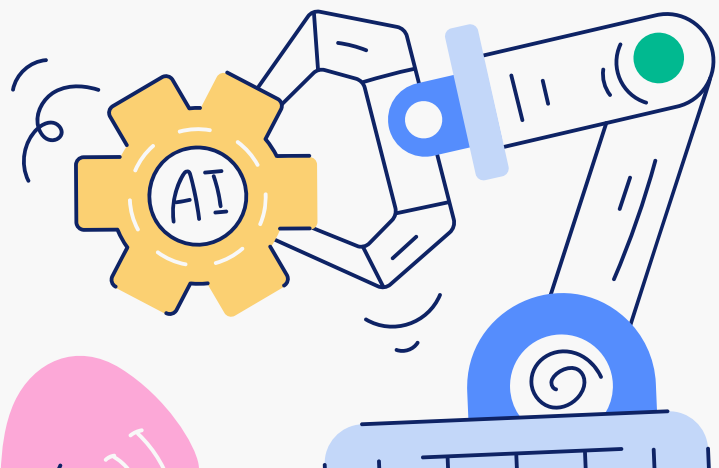
Some uses of AI support learning, while others take shortcuts around it.



- Asking AI to help brainstorm ideas
- Using AI to create activities you have come up with
- Using Gemini for school-related tasks

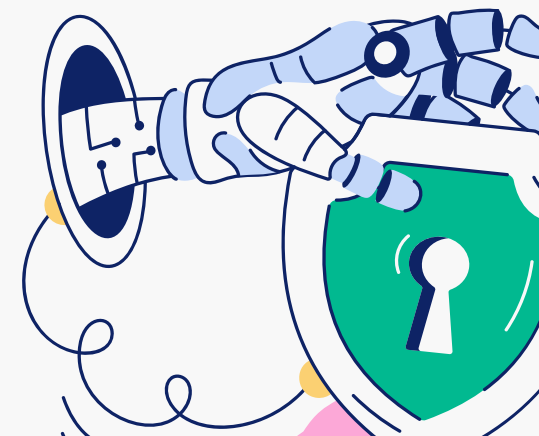
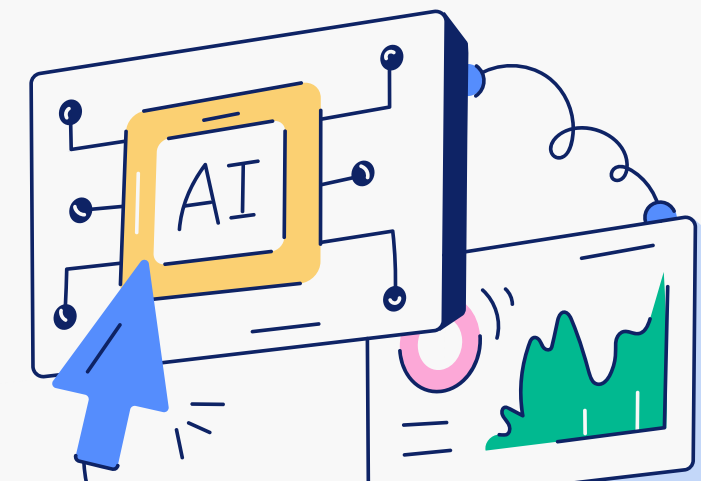
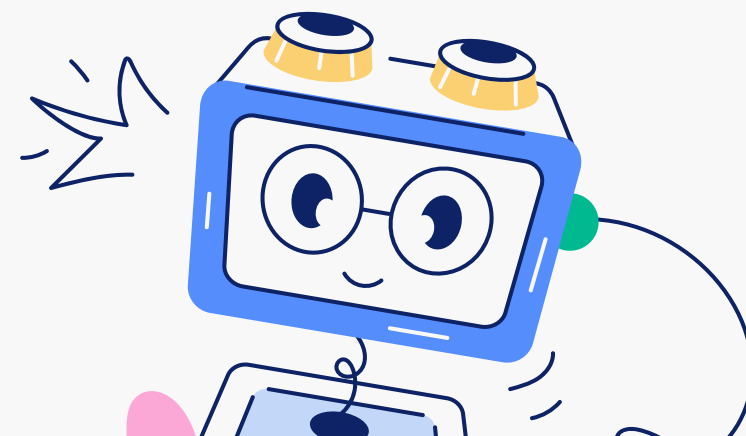
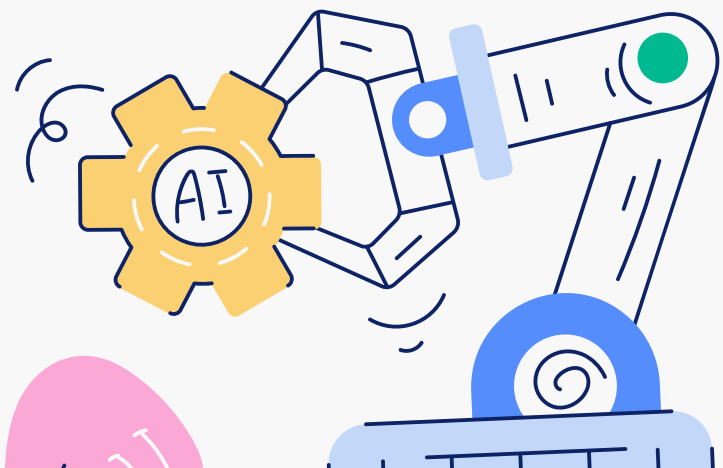
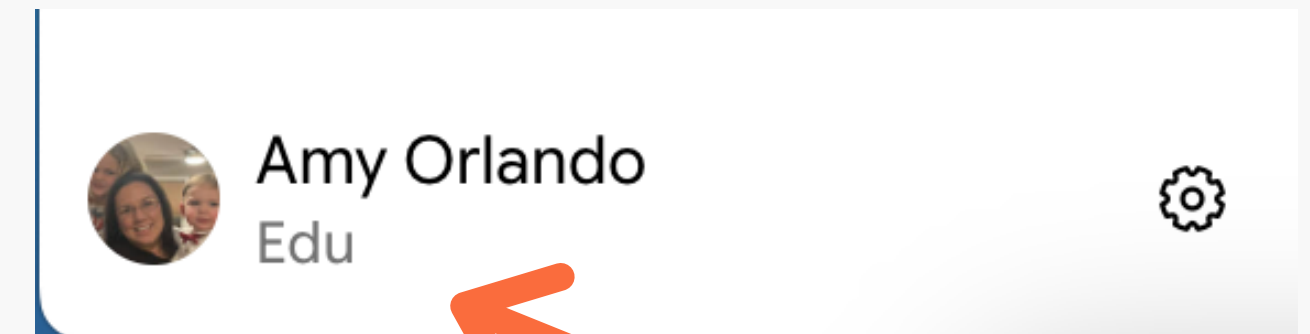
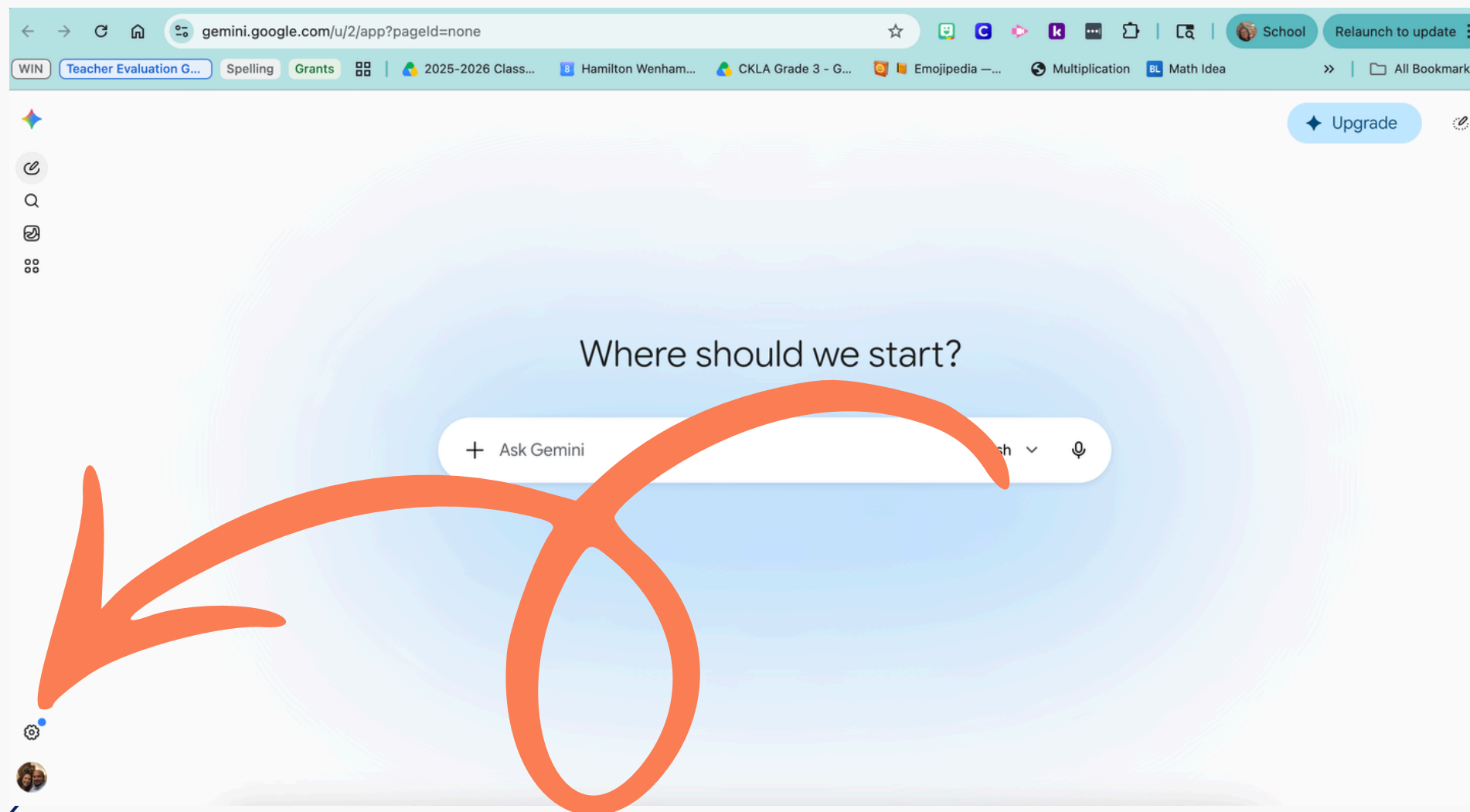


- Using any identifying student information or uploading anything that may contain any sensitive district information
- Using ChatGPT or other AI models for school-related tasks



GEMINI

Make sure that you are using Gemini when you are signed into your work email.

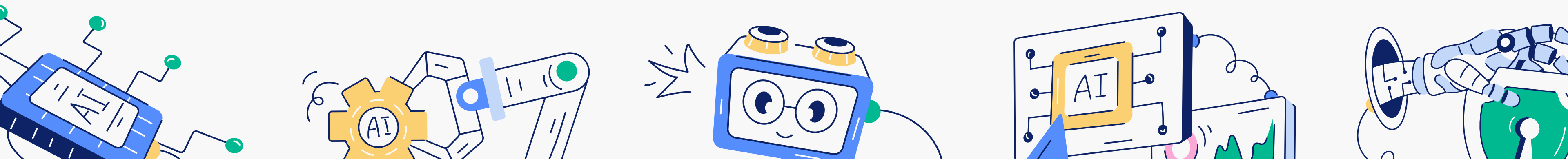


WHAT'S OKAY VS NOT OKAY?

Standard AI Usage & Data Privacy Guidelines for Educators

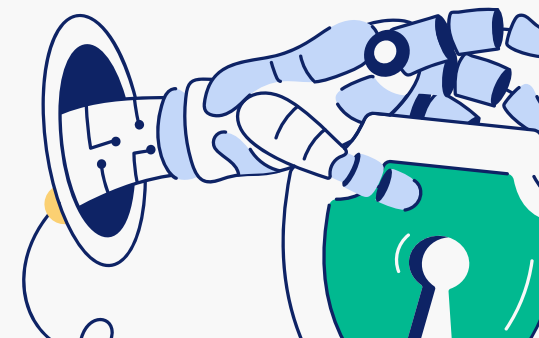
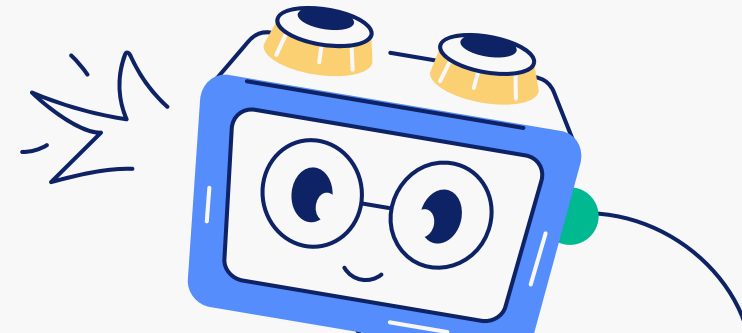
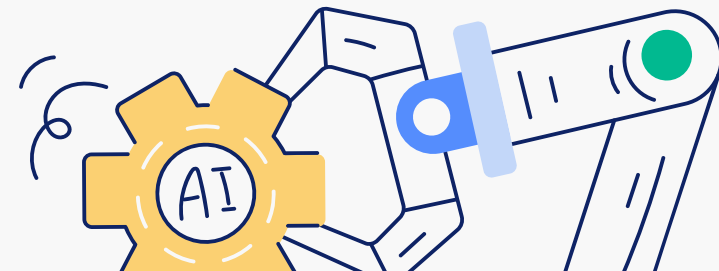
To ensure consistency, security, and compliance with data privacy regulations across our district, all staff members participating in this Professional Development—and in their day-to-day instructional work—are required to adhere to the following protocol:

- **District-Approved Tool:** Teachers must exclusively use Gemini when logged into their official district Google Workspace account. Consumer-grade, personal AI accounts (such as free ChatGPT, personal Gemini, or non-vetted third-party apps) are strictly prohibited for district-related work.
- **Gemini's Enterprise Privacy Safeguards:** Because Gemini operates under our district's Google Workspace for Education agreement, it provides enterprise-grade data protections. When logged in with your school account, your prompts, content, and generated responses stay within our organizational domain. They are encrypted, not reviewed by human reviewers, and never used to train or improve external AI models.
- **Strict Ban on PII and Sensitive Data:** Despite these enterprise protections, no personal identifiable information (PII) or sensitive district data may ever be entered into AI models. To remain compliant with FERPA, COPPA, and state data privacy laws, teachers must never input:
 - **Student names, identification numbers, addresses, or birthdays.**
 - **Student academic records, IEP/504 accommodation details, behavior reports, or grades.**
 - **Confidential district files, HR records, or non-public financial documents.**



BEST PRACTICE FOR AI PROMPTING:

When using Gemini to draft lesson plans, differentiate reading passages, or create rubrics, always use generic placeholders (e.g., "Student A needs a 5th-grade level passage with vocabulary support" instead of real names or specific file references). You may use student names in Gemini for education as this is an approved



HOW TO USE AI



You can use AI effectively and ethically by treating it as a learning support tool rather than a shortcut. It can be used ethically and effectively to:

- Explain difficult concepts in simpler terms, making class content easier to understand.
- Summarize notes, generate practice questions, and create quizzes to support your students.
- Generate ideas or brainstorm topics.
- Organize, plan or structure assessments.
- Ask for general feedback (e.g. "Is this the best word choice to use?").
- Create small group activities such as reader's theaters based on content you are currently teaching

EXAMPLE PROMPTS:

Write a reader's theater for 25 students in grades 3-5, with a variety of character types so that anyone can play any role. It must be appropriate for school. Each student should have at least 5 lines. It should be about 30 minutes long when performed. Some of the characters should be animals and have speaking parts. The setting is nighttime in a spooky, magical forest. The main problem in the reader's theater should be that some children get lost in this forest. Add in some age-appropriate humor.

Write a reader's theater for 5 third graders who are reading at grade level but need work on fluency (specifically reading accurately). Use words and phrases that they need to slow down to read accurately. The reader's theater should be about the International Space Station, should include some age-appropriate humor, and be no longer than 10 minutes. Include the following vocabulary words: rotate, hemisphere, constellation, geocentric, and heliocentric.

Make me a list of third grade 2-syllable words that end in -le

Write a 5 sentence decodable story for an English Language Learner who has mastered CVC and CVCe words. Include /ck/, /ch/, /sh/.

I have a group of 4 third graders who are performing at a 5th grade level in math. I would like them to be in an extension group once a week for 20 minutes. Create a multi-week assignment revolving around area and perimeter that would have them extend their thinking and allow them the opportunity to discuss their solutions with each others. Include an answer key if necessary.

REMEMBER

AI systems are built using data, and that data reflects the world as it has been, not always as it should be. This means AI tools can unintentionally reflect historical patterns of bias related to race, gender, ethnicity, language, disability, ability, and socioeconomic status.

Staff and students should understand that no AI tool is neutral. AI-generated content should always be evaluated critically, just as you would evaluate any other source.



TRY IT OUT

Think about a CKLA unit that you want to plan a WIN group for. Come up with a prompt that will enhance the students knowledge of the topic while practicing accuracy, punctuation, words in a list, or specific phonics patterns.

Do you have a math concept that you want to make a small group game for? Try using AI to create a card game!

Try out creating a hands-on 15 minute activity for children to practice their fact fluency. **Remember, the more specific you are in your prompt, the better your results.**

