

# CHAT LLM GUIDELINES

## Quick Guide: Safe & Effective Use of AI Chats (LLMs)

### ✔ What You Can Do

- 🧠 Brainstorm Ideas: Lesson plans, writing prompts, discussion questions, project ideas.
- 📁 Organize Content: Summarize documents, draft outlines, explain complex topics.
- ✍️ Improve Writing: Edit emails, rephrase instructions, create announcements or newsletters.
- 🎨 Be Creative: Generate examples, classroom activities, or content for presentations.

### ❌ What You Shouldn't Do

- 🔒 Never share PII (personally identifiable information): Names, ID numbers, addresses, grades, or health info.
- 🏠 Don't input sensitive district data: Internal policies, financial info, or protected files.
- 🤖 Don't assume it's always right: Double-check facts, and never rely on AI for legal, HR, or discipline decisions.

### ✔ Acceptable AI Tools — With Caution These tools are allowed for professional use when used responsibly and without sharing any private or sensitive information:

- ChatGPT
- Claude
- Gemini (by Google)
- NotebookLM (by Google)
- Canva's Magic Write and Magic Studio

### 🔒 Secure ChatGPT Access Available

We offer licensed ChatGPT accounts integrated into Microsoft Teams with added privacy protections.

💬 Interested? See your school leader for monthly cost and setup details.

### 🔒 Stay Smart with AI

When in doubt, keep it generic.  
Think of AI like a smart assistant—helpful, not confidential.  
Be creative, be curious—but always be responsible.

### ✦ Reminder:

Use of AI tools must align with all district technology, student data privacy, and security policies. If you're unsure—ask before you share.