

AI Best Practices

Guidance for Educators & Staff

- 1 Understand AI's Nature:** Think of AI as a computer program that's been trained on a lot of information. It's really good at finding patterns in that information and using those patterns to create responses. Even though it might sound smart or creative, it's just following the patterns it has learned. It cannot think for itself or feel emotions.
- 2 Utilize AI for Assistance and Inspiration:** Use AI to support your work and inspire creativity, but always keep human connection, critical thinking, and your professional judgment at the center of what you do. Think of AI as a helpful assistant that supports, but never substitutes, the crucial human connections and expert guidance that drive effective education.
- 3 Critically Evaluate AI Outputs:** Be aware that AI can generate inaccurate or misleading information, often called hallucinations. AI outputs may also contain biases, such as non-inclusive language, stereotypical imagery, or culturally biased references. Always use your professional judgment to critically assess AI-generated content for accuracy, reliability, and fairness before using it with students or in your instruction.
- 4 Protect Private Information:** Never share Personally Identifiable Information (PII) or other sensitive data, such as names, birthdates, ID numbers, academic records, or disciplinary history, with AI tools. Always prioritize your privacy and the privacy of your students.
- 5 Communicate AI Usage Clearly:** Ensure consistent communication with students about the appropriate use of AI for each assignment, referencing the district's Generative AI Appropriate Use Scale chart.
- 6 Use District-Approved AI Tools:** Only utilize AI tools that have been reviewed and approved by the district for educational use. Contact your instructional technology specialist to inquire about the approval process for new AI tools.
- 7 Exercise Caution with AI Detection Tools:** Understand that current AI detection software is unreliable and prone to errors, often generating false positives. Therefore, AI detection tools should never be the sole basis for determining academic dishonesty.
- 8 Engage in Ongoing Professional Development:** Participate in available formal and informal professional learning opportunities to enhance your knowledge of AI and its instructional applications. Understanding how AI works, its capabilities and limitations, and staying updated on advancements are crucial for effective AI integration.