

DO'S AND DON'TS

Using AI in Teaching and Learning



Use district-approved AI tools only.



Do NOT bypass approval process or use personal accounts for access.



Protect privacy: Keep student and staff data secure; follow FERPA, COPPA, and CIPPA.



Do NOT enter PII (names, addresses, IDs, grades, health info) into non-approved AI tools.



Review AI outputs: Always check AI-generated content for accuracy and bias before sharing.



Do NOT use AI for grading without review - teachers must validate all grades.



Support accessibility: Apply AI text-to-speech, translation, and communication aids.



Do NOT use district data to train external AI models under any circumstances.



Enhance - not replace - teaching. Use AI for lesson planing, brainstorming, and creating differentiated materials.



Do NOT use AI for behavioral interventions or disciplinary decisions.