



# **CVSU Guidelines for K-5 Instructional Material Creation using Generative AI**

This guide applies to the creation of learning materials and communications. It does not cover the use of Generative AI for assessing student work. If you are using AI for assessment and evaluation of student learning, [please fill out this form](#).

These guidelines ensure that the integration of Generative AI tools supports early learning while maintaining student safety and instructional quality.

Teachers may use any available Generative AI tools of their choosing. The District's **recommended platform is Google Gemini** due to its robust data privacy protections and seamless integration with our existing educational suite. If you are interested in a District paid version of Gemini or a different program, please contact Brucie Donahue.

## **Understanding Generative AI**

Generative Artificial Intelligence (GenAI) is a type of AI that uses large data models to create new, original content (text, images, summaries, ideas) in response to a simple human prompt. Unlike a traditional search engine that finds existing content, GenAI synthesizes information and patterns to generate novel material, such as a themed worksheet or a simplified reading passage.

## **5 Guidelines for K-5 GenAI Instructional Material Creation**

### **1. Content Must Pass the "Adult Check" for Accuracy and Bias**

GenAI can generate incorrect or subtly biased information. You must read, review, and vet every word, illustration, or practice question it creates to ensure it is factually accurate, developmentally appropriate, and free of complex or biased language that could confuse young learners.

### **2. Prioritize Human-Vetted Content for Foundational Skills**

Core instructional materials for early literacy (phonics, sight words, reading fluency) and basic mathematics must be sourced from our district's adopted, human-vetted curriculum. Use GenAI only for supplementary, low-stakes activities like:

- Generating short, themed story prompts.
- Creating a simple, positive draft for parent communication.
- Developing quick, fun, themed vocabulary lists.

### **3. Protect Student Data: Use Generic Prompts Only**

Never input any personally identifiable student information (names, behavioral data, grades, or personal anecdotes) into public GenAI tools. Your prompts should be generic and focused on content, such as, "Create five sorting activities for types of animals."

### **4. Leverage AI for Differentiation and Scaffolding**

Use GenAI's power to quickly adapt existing lesson ideas. Ask it to rewrite a passage at a third-grade reading level, simplify an abstract concept into a visual analogy, or translate a handout into a primary language spoken by a student at home.

### **5. AI as a Tool for Teacher Productivity**

In the K-5 environment, AI is primarily a tool for the teacher's administrative and creative workload. Always focus on maintaining the instructional integrity and hands-on nature of the lesson. Any materials created by AI should support the essential skill-building required at this level.

**Other Notes:** Teachers should clearly communicate their classroom policy regarding student use of GenAI tools when appropriate in the elementary setting (e.g., prohibition, use with attribution, or active integration.) More guidance will be coming on student use of AI.

There will be more information related to AI tools for teachers this later year. Please reach out to Brucie Donahue if you have questions.

*This document was created using Gemini.*