

Briarcliff Teacher AI Use Guide

Companion to the **FAIR** Guidelines — your responsibilities for AI-related assignments

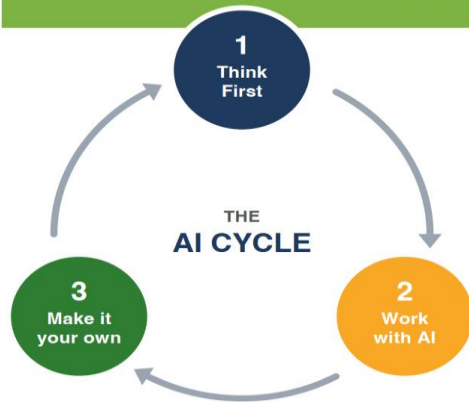
THE FOUR FAIR LEVELS — Set by the teacher on each assignment.

LEVEL 1 — No AI	LEVEL 2 — AI to Learn	LEVEL 3 — AI as Collaborator	LEVEL 4 — AI as Producer
Done entirely without AI.	AI helps your child understand; none of its words are turned in.	AI helps build the work; the student stays the author and discloses use.	AI produces the work; the student directs, verifies, and cites it.

YOUR ASSIGNMENT RESPONSIBILITIES — Required on every AI-related assignment

- **Set and clearly communicate the FAIR level** for each student assignment otherwise you may not be able to hold a student accountable for AI use choices.
- **Assign an approved tool(s)** and specify how students must disclose their use.

THE AI CYCLE — Instructional design for assignments at Level 3 and above



1. Think First (independent). Students generate their own thinking, outline, or draft **before opening any AI tool** — protecting their voice and creating something real to compare against.

2. Work with AI (at the assigned level). Students prompt, evaluate, and decide what to keep, revise, or discard. Their reasoning and judgment stay **visible, not replaced**.

3. Make it your own (independent). Students revise and own the final product — **the last pass is always the student's**. Require disclosure; what they changed is where the learning lives.

The cycle may repeat itself with or within each assignment — always beginning and ending with the student's own work. Start the year with a low-stakes AI Cycle assignment so students practice the process before it counts toward a grade.

AI FOR YOUR OWN PROFESSIONAL WORK — Microsoft Copilot for Education (district account), Magic School and other approved tools

- Drafting lesson plans, rubrics, and unit pacing guides
- Differentiating materials for varied reading levels or language needs
- Helping to formulate parent communications, newsletters, and progress notes
- Summarizing articles, research, or PD content for quick reference
- Building vocabulary lists, discussion questions, or formative assessment prompts
- Translating materials for multilingual families

Never enter student PII into a personal AI account or any tool not on the district-approved list. See the Briarcliff PII Guide for full data privacy guidance.

WHEN AI MISUSE OCCURS — Addressed under the Code of Conduct & AI Playbook

- 1 Document first.** Record the assignment level, the submission, and your observations in writing before taking any action.
- 2 Meet privately.** Ask the student to walk you through their process. Listen before concluding.
- 3 First incident:** Refer to your building level [Code of Conduct](#), regarding consequences for academic misconduct.
- 4 Repeated or escalated violations** (AI on an exam, AI used for harmful content): Refer to your building level [Code of Conduct](#).
- 5 Privacy violations** (a student entered another person's personal information): contact your administrator immediately.

When in doubt: contact your team or department coordinator, building administrator, or Technology Department before introducing a new AI tool or handling a novel misuse situation. Communicate your **FAIR** level expectations before issuing student assignments. Students should be informed before they are held accountable for their AI use choices.