AI Responsible Use Guidelines STAFF

These Deerfield 109 Staff Guidelines support all staff in reinforcing student expectations and modeling responsible, human-centered AI use to promote shared understanding, consistency across classrooms, and thoughtful decision-making as AI tools are explored in support of learning.

DESIGN: Keep Students in the Driver's Seat

- Develop learning tasks where students retain ownership of critical thinking, writing, creativity, or problem-solving. AI should support, not replace, student work.
- Scaffold instructional use of AI by age.
  - K-2: Teacher-guided facilitation only.
  - 3-5: Supervised introduction to independent use.
  - 6-8: Integrated and more autonomous use with more co-creation, as appropriate.

CLARIFY: Set Expectations

- Use the AI Collaboration Scale. Always anchor your instruction so students know exactly what is permitted.
- Clearly communicate the specific when, why, how, and which district-approved AI tool(s) may be used for an assignment.
- Revisit and refine your guidance as learning goals and assignments evolve.

MODEL: Teach Critical AI Literacy

- Make thinking visible. Proactively model for students how to question, reflect on, and verify AI outputs as part of learning activities.
- Encourage skepticism. Teach students to apply human judgment and never accept AI content blindly.

PROTECT: Prioritize Safety & Privacy

- Avoid entering Personal Identifying Information (PII) into AI tools. This includes but is not limited to: names, addresses, ID numbers, birthdates, grades, and disciplinary records.
- Proactively instruct students on appropriate data sharing practices and information that must be withheld.
- Use only district-approved tools. These have been vetted to ensure compliance with privacy laws and age limitations.

GROW: Commit to Continuous Learning

- Enhance your AI literacy through professional development opportunities.
- Build your AI literacy through collaboration with colleagues.