

## Teacher Policy for AI Use

Artificial intelligence (AI) provides valuable tools to facilitate lesson planning, communication, and creating assessments. AI synthesizes information from a variety of online sources (written and graphic), that may include copyrighted materials. As a result, be mindful of [fair use](#) media guidelines.

**All AI-generated content is a draft.** As a result, the teacher must thoroughly review and vet all generated communication, lesson plans, rubrics, assessment questions and answers, prompts, etc. to ensure the suggested approach matches the standards taught in the unit, is appropriate for the learning level of the students, and supports biblical principles.

Please be sure to adhere to the following as you use AI in the classroom:

### Examples of Acceptable Use of AI:

- Enhance lesson plans
  - Add differentiation and accommodations to lessons
  - Generate ideas to help reach standards
  - Create presentations to help teach lessons (presentations must be reviewed and edited by the teacher for accuracy and fair use standards)
  - Enhance writing prompts
  - Generate questions for assessments (review questions and answers for accuracy)
  - Clarify directions
  - Create project-based learning activities
- Streamline administrative tasks
  - Draft emails to parents and students; emails must be reviewed and personalized, and should not be solely written by AI.
- Support the grading process
  - Suggest rubrics
  - AI can be utilized as a tool to assist grading, but each assessment must still be reviewed by the teacher for grading accuracy and appropriate, individualized feedback for students.

### Examples of Unacceptable Use of AI:

- Solely grade qualitative assessments (essays, projects, etc.)
- Create assessments that cover information not taught in class
- Allow presentations (student or teacher) that pull from copyrighted graphics/media
- Serve as a source for student research or work
- Summarize published work that has not been fully read or watched by the teacher
- Input of Private Personal Information (PPI) about any members of the CCA community

If you have any questions about additional, appropriate use of AI in the classroom, please reach out to your Department Head, Administrative Overseer, and/or Director of Library and Technology Integration.