

Staff AI Guide

A COMMON LANGUAGE TOOL TO GUIDE RESPONSIBLE STAFF USE OF AI

UNDERSTAND

- How will I use AI to enhance my teaching and/or my work in ISD191?
- What district approved AI tool best fits my needs?
- Do I understand how the tool functions and how it protects data privacy?

USE

- Am I using AI as a tool to enhance learning, for efficiency, or for problem solving?
- Am I maintaining human control over the process and content?
- Am I ensuring data privacy & security?

CREDIT

- How will I communicate my AI use with students, parents, and/or colleagues?
- Have I properly cited AI-generated content in my materials or work?
- Am I modeling how to credit AI use for students and colleagues?

EVALUATE

- Have I critically assessed the AI outputs for accuracy, bias, relevance, and completeness?
- What are the potential benefits and harms of this content or tool?
- Does the AI output align with my goals?

