

ELA

AI Use Playbook

Navigating the future of learning for
educators, students, and families.



Fueling the Journey of an ELA Phoenix

AI is a tool to enhance human intelligence, teaching, and learning—never to replace it.

Historical Context:
Developing an understanding of our place in history.

Flight Trajectory

Skill Building:
Fueling Attributes, Skills, and Knowledge through emerging tech.

The Destination:
Becoming lifelong learners and inspiring leaders.

Grade-Level Access and Approved Systems

	Student Access	Teacher Access	Teacher Toolkit
K-2	No direct AI use.	Full access (planning, scaffolding). Focus on ethical instruction and innovation beyond efficiency.	MagicSchool (Premium), ChatGPT, Gemini, School AI, Canva, Google, Adobe, Scribe, NotebookLM.
3-5	Limited interaction (requires teacher guidance and program restrictions).	Full access.	Student Toolkit
6-9	Expanded access (based on content/purpose).	Full access.	MagicSchool (3-9), Canva (6-9), Adobe Express (6-9).

The Assignment Stoplight System

Default State: Every assignment is RED unless specified otherwise by the teacher. Teachers must mark assignments Green or Yellow if applicable.



Green (Go): AI may be used freely.

Examples:
Brainstorming
Revising drafts
Practice questions
Project building

Yellow (Caution): Use allowed only with specific teacher approval.

Examples:
Summaries
Outlines
Grammar checks

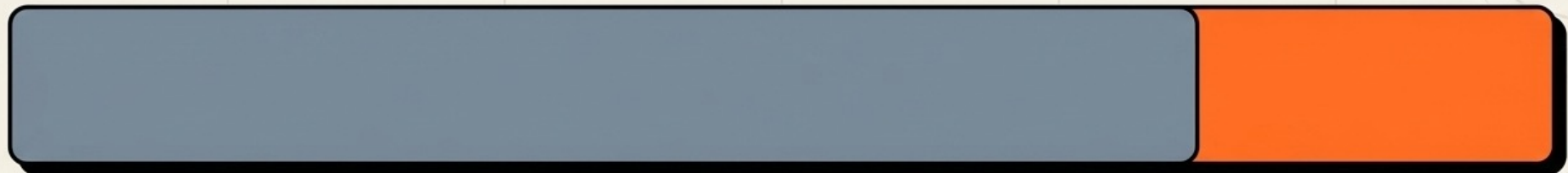
Red (Stop): AI use is strictly prohibited.

Examples:
Final drafts
Tests/Quizzes
Independent work requiring original thinking

The 80/20 Rule of AI Collaboration

The Intern (AI)

The Boss (You)



0-80% (Heavy Lifting): Treat AI as **an assistant or intern**. Use it to overcome the blank page, build initial structures, draft routines, and generate raw ideas.

80-100% (The Human Stamp): The final 20% must be completely human. This requires you to step in to verify accuracy, correct bias, **inject your unique voice**, and apply the **final creative polish**. AI can never do your thinking for you.

A Partnership for Teachers and Students

Educator Benefits



Time Recovery: Save time on routine tasks and family communication.



Personalization: Tailor instruction to meet diverse learner needs.



Empowerment: Shift focus to Personalized Competency-Based Learning and student growth.

Student Benefits



Time Optimization: Save time on mechanical tasks.



Critical Partnership: Use AI as a sounding board for problem-solving.



Future Readiness: Build 21st-century skills for a world shaped by generative technology.

Educator Protocols for AI Integration



Model Citizenship

Teach ethical use, discuss societal impacts (bias, privacy), and ensure AI never overrides your teaching voice.



Set Expectations

Monitor student use and add explicit AI expectations into annual class disclosures.



Protect Data

Never input Personally Identifiable Information (PII) into AI tools.



Verify Output

Always review content for accuracy and bias before bringing it to students.



Engage & Learn

Attend LEA-sponsored training and communicate wins, issues, and concerns with leadership.

Student Commitments for Responsible Use

1



Be the Boss:

You are the human. AI is the tool. The final ideas, analysis, and ultimate creative vision must be your own.

3



Be a Guardian:

You are responsible for everything you submit. If AI invents a wrong answer (a hallucination) and you don't catch it, you earn the lower grade.

4



Make Smart Choices:

Know what AI is not good at, critically assess all outputs for misinformation, and strictly follow your teacher's Stoplight rules.

5



Be Accountable for Impact:

Students are responsible for their online behavior and the impact of the content they create, share, or repost, even if it is intended as a joke or viewed voluntarily by the person being targeted. They should not use a cell phone, or any other digital device to send, share, or post messages, images, or videos that are intended to hurt, embarrass, threaten, or harass another person.

The ELA AI Support Ecosystem

Leadership Alignment:

Administrators model responsible AI use, allocate resources strategically, and maintain a clear, consistent human-centered vision.

Training & Security:

Mandated use of vetted, privacy-compliant platforms. Staff trained to mitigate risks, protect data privacy, and prevent automation over-reliance.

**Safe
Classroom
AI**

Community Connection: Engaging families through Parent Nights and transparent communication. Aligning AI use with existing foundations: Code of Conduct, Tech Usage, Academic Integrity (Plagiarism), and Anti-Bullying Policies.