

Teach Tech U

Use AI Safely in the Classroom

A quick, human-centered guide for educators (no panic, no hype)

AI is here. The goal isn't to "use it everywhere." The goal is to use it **responsibly**—so you protect students, protect yourself, and keep learning at the center.

The 3 Safety Rules (start here)

1) Protect privacy

Never paste student personally identifiable information (PII) into public AI tools.
That includes: names, IDs, IEP/504 details, grades, discipline, health info, and addresses.

✓ Safe alternative: use **generic placeholders**
Example: "a 6th grade student reading below grade level..."

2) Be transparent (model integrity)

Use AI as a **drafting assistant**, not an authority.

A simple norm that builds trust:
"AI can help me draft. I verify and decide."

✓ If you use AI for parent emails, lesson drafts, or rubrics, keep final judgment human.

3) Set student norms early

Students need clarity on what counts as **support vs substitution**.

Use this simple frame:

- ✓ AI can help you **plan, practice, and revise**
- ⊘ AI cannot do the **thinking** you're being assessed on

What's safe to use AI for (teacher workflows)

Planning

- lesson hooks and discussion questions
- alternate explanations (different reading levels)
- checks for understanding / exit tickets

Feedback support (no student names)

- rubric-aligned comment banks
- feedback sentence stems
- exemplar drafting (teacher-created examples)

Differentiation

- simplified directions
- scaffolded practice sets
- vocabulary support + examples

What to avoid (common risk zones)

- ⊗ Student PII in prompts
 - ⊗ Asking AI to “diagnose” students
 - ⊗ Using AI output as truth without checking
 - ⊗ AI-generated content that isn’t age-appropriate, accurate, or culturally responsive
 - ⊗ “Gotcha” enforcement—rules need teaching, not punishment
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A 60-second Safe Prompt Formula (copy/paste)

Use this to stay classroom-safe:

“Act as a teacher. Create [thing] for [grade/subject].

Goal: [what students should learn/do].

Constraints: no student data, age-appropriate, culturally responsive.

Format: [bullets/table/steps].

Include: 3 options + a quick formative check.”

Quick Self-Check (before you use AI output)

Ask:

1. Is this accurate? (facts + standards)
2. Is this appropriate? (age + culture + tone)
3. Does this protect students? (privacy + dignity)
4. Does this strengthen learning? (not replace thinking)

If any answer is “no,” revise or don’t use it.

Want help implementing this with your staff?

Teach Tech U provides **Classroom-Safe AI PD** that gives teachers:

- clear guardrails + shared language
- ready-to-use workflows (planning, feedback, differentiation)
- student norms + integrity guidance
- templates staff can apply immediately

Next step (choose one)

- ✓ **Request PD for your school**
- ✓ **Ask a question** (we respond in 1–2 business days)

Teach Tech U — Human-Centered AI for Educators

Based in Raleigh–Durham | Serving NC and beyond

www.teachtechu.com

