

Implementation Checklist – Educators/Instructional Framework

	To Do	Things to Consider
<input type="checkbox"/>	Determine when and how AI tools can be used.	<ul style="list-style-type: none"> • AI can be a tool to help kick-start creativity. Set clear guidelines for when and how the AI tools can be used.
<input type="checkbox"/>	Equity of access.	<ul style="list-style-type: none"> • Can current lesson plans be modified using AI to make them more accessible to all students (special needs, EL, etc.)? • Do all students have equal access to tools both in and out of school? • Pay attention to free and paid versions of tools.
<input type="checkbox"/>	Help students evaluate results of AI tools.	<ul style="list-style-type: none"> • Are the results clear of bias? Show students how to recognize bias in results. • How can the prompts be modified to account for or mitigate bias? • Help students determine the accuracy of the results. Do they support or contradict other research?
<input type="checkbox"/>	Determine how you will handle plagiarism.	<ul style="list-style-type: none"> • Rethink assignments and set clear guidelines on what standards/skills are being addressed. • The internet has multiple tools to help educators recognize original or AI generated content. • Will you allow students to use AI generated research and how will you require students to reference it?
<input type="checkbox"/>	Find effective ways for students to implement AI in their research and drafting processes.	<ul style="list-style-type: none"> • Support students in sharing their writing processes (i.e. discuss where and when they got their information). This creates opportunities to discuss proper evaluation of resources and critically analyze results. • Create opportunities for students to problem solve, analyze, and synthesize results. • Consider how to teach and support students in developing digital and information literacy skills.