



A FREE RESOURCE FOR ARKANSAS SCHOOL DISTRICTS

Using AI at School, A Staff Quick Reference

The rules every teacher and staff member needs on one printable card, with examples for classrooms and for every support role, so your staff can use AI with confidence inside your district's policy.



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THE WHOLE THING IN ONE SENTENCE

Fill in your approved tools and one contact name, print the card for every staff member, and hand it out at the end of training.

SECTION ONE

How to use this card.

Your staff want to use AI well, and most questions come down to the same few rules. This card puts those rules on one page that every teacher, paraprofessional and member of the support staff can keep at hand.

Make it yours before you hand it out

1. Fill in your district's approved tools on the card.
2. Fill in the name and contact of the person staff should ask when they are unsure.
3. Check the card against your board's AI policy, and change any line your policy words differently.
4. Print one copy for every staff member, and hand it out during training rather than by email.

Where it works best

The card works best as the last thing staff receive in a training session, after they have practiced with approved tools. It reminds them of what they learned, and it gives them a name to call.

ONE RULE THAT COVERS MOST QUESTIONS

If you would not post it on the hallway bulletin board, it does not go into a tool the district has not approved.

This card is a starting point. Your board's policy is the rule your staff follow, and your district's attorney decides legal questions.

The card.

Print this page for every staff member.

Using AI at School

Keep this card at your desk.
Your district fills in the blanks.

OUR APPROVED TOOLS

WHEN YOU ARE UNSURE, ASK

Name, email or extension

GOOD USES

- Draft a newsletter or notice from your own notes.
- Brainstorm lesson ideas, examples and questions.
- Draft a rubric or feedback you will review and edit.
- Adjust the reading level of your own materials.
- Summarize a public article or document.
- Organize a schedule, checklist or plan.

NEVER PUT INTO AI

- Student names with grades, scores or records.
- IEP, 504, health or discipline details.
- Staff personnel matters.
- Passwords, account numbers or logins.
- Anything you would not post on the hallway bulletin board.

A PERSON ALWAYS DECIDES

- Every grade.
- Every IEP and 504 decision.
- Every discipline decision.
- Anything that affects a student or an employee.

BEFORE YOU SHARE AI-ASSISTED WORK

- Read every word.
- Check every fact, name, date and number.
- Make it sound like you.
- Follow the district's rule on noting AI use.

Use only approved tools with your district account. When in doubt, leave it out and ask.

SECTION THREE

For teachers.

AI can give teachers time back for students when it handles the drafting and the teacher keeps the judgment. These examples show where that line sits in a classroom.

AI CAN HELP YOU	YOU KEEP
Draft three versions of a lesson opener using the curriculum you already teach.	The choice of which one fits your students.
Draft rubric language and sample feedback from a description of the assignment.	Every grade and the final wording of every comment.
Rewrite your own reading passage at a different reading level.	The check that the meaning stayed the same.
Draft a parent letter about an upcoming unit, using no student names.	The tone, the facts and the decision to send it.
Suggest practice questions on a topic.	The check that each answer is correct.
Suggest ways to adapt an activity for different learners.	Every decision written into an IEP or 504 plan, which stays with that team.

Students and AI

Follow your district's rules for when students may use AI and how they show that they did. When your rules for an assignment are written at the top of it, students know what is expected and every class is treated the same way.

SECTION FOUR

For support staff.

Paraprofessionals and office, cafeteria, transportation and custodial staff keep a school running, and AI can take some of the writing and organizing off their plates. The same rules apply to every role.

ROLE	AI CAN HELP YOU	A PERSON ALWAYS
Office	Draft notices, reminders and schedules from your own notes.	Checks every date and name before anything is sent.
Paraprofessionals	Prepare practice materials as the teacher directs.	Follows the teacher's plan and keeps student details out.
Cafeteria	Draft menu descriptions and family notices.	Confirms every ingredient and allergen statement.
Transportation	Draft route-change notices for families.	Confirms every stop, time and student list from district records.
Custodial and maintenance	Turn notes into a clear work order or checklist.	Decides priorities and safety steps.

WHEN YOU ARE UNSURE

Ask the person named on your card before you enter anything. A quick question is always welcome, and it keeps everyone inside the policy.

SECTION FIVE

Five questions before you press enter.

These five questions take less than a minute, and they keep almost every use of AI inside your district's policy.

ASK YOURSELF	YES
Am I using a tool on our approved list, signed in with my district account?	☐
Have I left out every student name, record and detail, and every personnel matter?	☐
Would I be comfortable if a parent read every word I typed?	☐
Will I read and check every word before anyone else sees it?	☐
Will a person, not the tool, make any decision about a student or an employee?	☐

When the answer to every question is yes, go ahead. When any answer is no or uncertain, stop and ask the person named on your card.

SECTION SIX

When you want help.

Growth Right Solutions trains the teachers, administrators and support staff of Arkansas school districts to use AI safely and well. Every session is built around your board's policy, Arkansas law and federal student privacy rules, and every attendee leaves with a completion certificate and a card like this one, filled in for your district.

START WITH A CONVERSATION ABOUT YOUR GOALS

It is free, there is no sales and no obligation, and your goals decide what every session covers.

GrowthRight.Solutions/arkansas-schools

Two companion resources

The Arkansas School District AI Readiness Checklist shows your leadership team what is in place and what comes next. The School AI Tool Review Worksheet gives your committee one consistent way to review any tool for privacy, cost and fit. Both are free at GrowthRight.Solutions/resources.

Sources

Arkansas Act 848 of 2025, on the use of artificial intelligence by public entities, including training employees on appropriate use and keeping a person responsible for final decisions. Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g. Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Arkansas Student Online Personal Information Protection Act.

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About the author

Ed Becker is the founder of Growth Right Solutions, LLC. He spent more than twenty years in education, including as a school principal, before leading technology programs and running a managed services company, and he now leads AI adoption for owner-led companies and Arkansas school districts.

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