

# Ready Reckoner for Teacher Use of Gen AI

## LOW RISK

Do not involve or have a direct impact on students and are always able to be reviewed and edited by a teacher or staff member.

### PRACTICES

Personal learning, clarification, research formatting, non-teaching administration, forms, newsletters, internal communications.

### SAFETY ACTIONS

**Review policies** for acceptable use, data privacy, data security, citations.

**Consider professional learning** in basics of Gen AI, data privacy, academic integrity and citation for Gen AI use.

**Apply technical support** for personal accounts using same sign on, data privacy protection.

**Assure content standards** through guidance on treatment of serious content, guidance on citation requirements for Gen AI content output.

## MEDIUM RISK

Create content for students (or non teachers) as an audience but mediated through a teacher.

### PRACTICES

Lesson plans, differentiated content, formative items, rubrics, class activities homework, assignments, worksheets, teacher internal administrative, emails.

### SAFETY ACTIONS

As for 'Low Risk' PLUS

**Review policies** for access and equity, learning resource management.

**Consider professional learning** in prompting skills, digital literacy/ content assurance, setting conditions for Gen AI, assessing an AI dividend.

**Apply technical support** for consent systems, data security.

**Assure content standards** through guidance on treatment of biased content, guidance on content accuracy and quality, guidance on content reliability and consistency.

## HIGH RISK

May impact on student wellbeing; is used as an assessment tool (or lead to a longer-term representation of a student's performance on a record); or where there are professional sensitivities over content.

### PRACTICES

Initial marking, reporting, feedback, student result interpretation, summative assessments, teacher evaluations, advisory & pastoral care, wellbeing.

### SAFETY ACTIONS

As for 'Medium Risk' PLUS

**Review policies** for assessment and reporting, child safety, procurement.

**Consider professional learning** in Gen AI advanced, use in teaching learning and assessment, preparing for students.

**Apply technical support** for integrated enterprise authentication, system auditing and user tracking.

**Assure content standards** through processes for content removal or contestability, ensuring intellectual property rights for uploaded content, ensuring licence to use Gen AI content output.

## AI Principles

Human Control & Professional Responsibility | Safety and Security | Privacy | Fairness and Non Discrimination | Accountability | Transparency and Explainability