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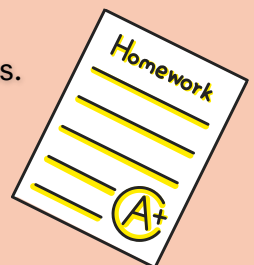
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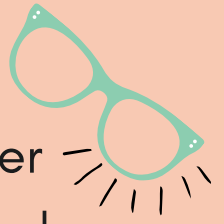
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WELCOME TO THE FUTURE OF LESSON PLANNING!



The rise of AI doesn't mean more work—it means smarter work. This **Quick Start Guide** cuts through the hype and policy clutter to give you the essential, state-compliant rules for using tools like **ChatGPT** and **Google Gemini** effectively.



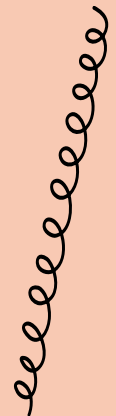
Inside, you will find a **human-centered approach** that:

1. **Saves You Time**: Instantly differentiate texts and draft lesson plans.
2. **Keeps You Compliant**: Follows the strict **Data Privacy** and **AI Literacy** principles being adopted nationwide.
3. **Teaches Students to Think**: Shifts your instruction from asking "what did you write?" to "what did you learn?"

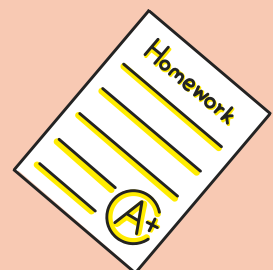


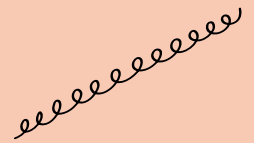
Read this first.

Use the **3 Rules** and **Policy-Aligned Essentials** to confidently transform your instruction this week.



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What is AI? (in plain English?)

AI uses patterns in data to make predictions, create content, or suggest solutions. Think of it like **a helpful assistant** that can speed up your work — but it doesn't replace your **judgment, expertise, or relationships** with students.

Safe & Responsible Use: State Policy-Aligned Essentials

To align with the strongest state guidance on data privacy and ethics, elevate these rules:

- **Data Privacy First: NEVER enter student names, grades, or personal information (PII).** (This is a primary focus for FERPA/COPPA compliance across all states).
- **Human Oversight: Double-check all AI outputs.** Treat AI like a draft, not the final answer (AI can generate false or biased information).
- **Transparency:** Be **transparent with students** about *when/how* AI is used in lessons and clearly define what constitutes **academic dishonesty**.
- **Model Digital Citizenship:** Teach students the guiding principle: "**AI supports thinking, it doesn't replace it.**"

3 Rules for Teachers: The Instructional Shift

Rule	Rationale (Why States Care)
1. Treat all AI work as a first draft. (It always needs you.)	Ensures the final product involves human reflection, editing, and unique perspective , preventing over-reliance.
2. Verify everything. (Trust the textbook, not the bot.)	Mandates that students learn to evaluate AI's biases and limitations , especially regarding fairness and inaccuracy.
3. Be Ethical (and Specific). (Vague prompts = wasted time. Unethical prompts = disciplinary action.)	Promotes responsible AI literacy by teaching students how to craft effective prompts and understand ethical boundaries.

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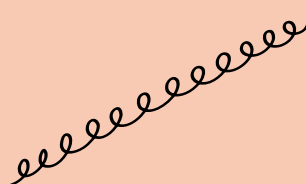
Practical Uses & Strategies for Differentiation

Recent state trends are to use AI to streamline teacher workflows and focus on differentiation and accessibility

For Teachers (Focus on Efficiency and Equity):

Task Area	How to Use AI	Example Prompt
Differentiation/ Access	Simplify texts or create tiered vocabulary lists.	"Rewrite this article at a 5th-grade reading level."
Lesson Planning	Draft outlines, objectives, or brainstorm quick warm-ups.	"Create a 3-day lesson outline for teaching fractions."
Assessment	Generate quiz questions or draft criteria for rubrics.	"Generate 5 multiple-choice questions on X that assess analysis."
Communication	Draft emails to parents or outline meeting discussion points.	"Draft an email about a field trip permission slip."

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Practical Uses & Strategies for Differentiation

Recent state trends are to use AI to streamline teacher workflows and focus on differentiation and accessibility

For Students (Focus on Learning ABOUT AI):

Task Area	How to Use AI	Example Prompt
AI as a Tutor	Ask AI to explain a concept multiple ways until it "clicks." (Promotes personalized learning)	"Explain the Pythagorean theorem using a pizza analogy, then explain it using algebra."
Initial Feedback	Ask AI to give first-round feedback on writing tasks. (Enhances the revision process)	"In my body paragraphs, is my textual evidence strong enough to support my claims?"
Learning Strategies	Ask AI to refine an answer using a specific framework. (Applies advanced learning models)	"Apply GRASP (Goal, Role, Situation, Product) to refine the following answer."

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