

AI Policy Templates For Teachers



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Introduction

The following are a few templates I created on Canva to share with K-12 teachers. I refrained from calling them policies because the word policy carries connotations of formality, rigidity, and top-down directives. I intentionally called them “agreements” because, first, they are informal documents, and second, agreement connotes collaboration, shared expectations, and teamwork.

You are welcome to use these templates as they are, but I think most of you will want to adjust them to fit your own teaching. Use these templates as a guide to help you shape your own approach.

Now, before I introduce the templates, let’s go through some tips and recommendations to keep in mind during and after you create your AI policy.

Things to Keep in Mind as You

1. Create Your Classroom AI Use Policy

Here are some questions that you and your students can use to shape this shared agreement:

- What purposes should AI serve in our classroom? research, brainstorming, practice, or something else?
- Which types of assignments or tasks should AI be allowed for, and which should remain AI-free?
- How should students give credit or cite AI when they use it to support their work?
- How can we ensure AI use respects privacy, safety, and ethical boundaries?
- What are the expectations if someone misuses AI or goes against the agreed policy?
- How can we keep AI use equitable so that all students have fair access and support?
- How will we revisit and update this policy as we learn more about AI and how it fits into our class?

2. Discuss Assignment Guidelines for AI

Clarify which assignments AI can be used for, and how. The AI Assignment Scale by Perkins, Roe, and Furze (2024) is a useful reference here.

1	NO AI	The assessment is completed entirely without AI assistance in a controlled environment, ensuring that students rely solely on their existing knowledge, understanding, and skills You must not use AI at any point during the assessment. You must demonstrate your core skills and knowledge.
2	AI PLANNING	AI may be used for pre-task activities such as brainstorming, outlining and initial research. This level focuses on the effective use of AI for planning, synthesis, and ideation, but assessments should emphasise the ability to develop and refine these ideas independently. You may use AI for planning, idea development, and research. Your final submission should show how you have developed and refined these ideas.
3	AI COLLABORATION	AI may be used to help complete the task, including idea generation, drafting, feedback, and refinement. Students should critically evaluate and modify the AI suggested outputs, demonstrating their understanding. You may use AI to assist with specific tasks such as drafting text, refining and evaluating your work. You must critically evaluate and modify any AI-generated content you use.
4	FULL AI	AI may be used to complete any elements of the task, with students directing AI to achieve the assessment goals. Assessments at this level may also require engagement with AI to achieve goals and solve problems. You may use AI extensively throughout your work either as you wish, or as specifically directed in your assessment. Focus on directing AI to achieve your goals while demonstrating your critical thinking.
5	AI EXPLORATION	AI is used creatively to enhance problem-solving, generate novel insights, or develop innovative solutions to solve problems. Students and educators co-design assessments to explore unique AI applications within the field of study. You should use AI creatively to solve the task, potentially co-designing new approaches with your instructor.



3. Create a Rubric for Evaluating AI tools

Not all AI tools are created equal. Develop a rubric with criteria such as accuracy, transparency, accessibility, and privacy. Share it with students so they can also evaluate tools critically. Having a consistent framework prevents you from adopting flashy apps that may not actually support learning.

Criteria	Guiding Question	Rating (1–5)
Accuracy	Does the tool provide reliable and factually correct information?	
Transparency	Does the tool explain how it works and allow you to check sources?	
Accessibility	Can all students (including those with disabilities) use it easily?	
Privacy	Does the tool protect user data and avoid unnecessary collection?	
Educational Value	Does it support the learning goals and deepen understanding?	

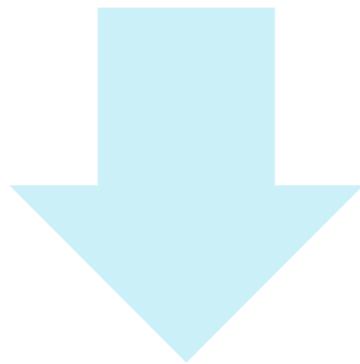
4. Model Responsible AI Use

Students learn best by seeing their teachers in action. Show them how you use AI responsibly: checking sources, citing outputs, and using it as a thought partner rather than a shortcut. Modeling sets the standard more effectively than rules alone.



AI Agreement Templates

Here are four templates of an AI use agreement that you can repurpose and use in your own teaching context



Our Classroom AI Agreement

A shared guide for how we use AI tools in our class

Purpose of AI in Our Class

We use AI to support our learning. It helps us shape ideas, get organized, and move forward when we feel stuck. It doesn't replace our thinking; it helps us build on it.

Tools We Might Use

ChatGPT, Claude, Canva...& school-approved tools. The list can change across the year as new tools appear or old ones fade out.

What's Okay and What's Not

We follow a simple color guide:

-  Red: Work fully written by AI.
-  Light help such as grammar or quick summaries
-  Brainstorming, planning, and visuals

Share How You Used AI

For any assignment where AI helped you, include:

- The tool you used
- The prompt or question you gave
- What you changed or kept
- How you checked the information

Privacy & Safety



Keep personal details out of public tools. Don't share names, IDs, or private information. We stick to platforms our school approves.

Equity & Access



Not every student has the same tools at home. We make sure there are alternatives so no one is left out or marked down

If Something Goes Wrong



We talk first. You can fix the work or try again. School rules apply only if the same issue keeps happening.

Review & Revisit



We'll look at this agreement again after our first major project and later in the term. We can adjust it anytime if new tools show up or if we want it to work better.

 "We built this agreement together. If things change, we'll adjust as a team."

Our Classroom AI Agreement

A shared guide for how we use AI tools in our class



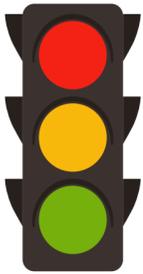
Why We Use AI

We use AI to support our learning. It helps us shape ideas, get organized, and move forward when we feel stuck. It doesn't replace our thinking; it helps us build on it.



Tools We Use

ChatGPT, Claude, Canva, MagicSchool, SlidesAI, and other school-approved tools. The list can change across the year as new tools appear or old ones fade out.



What's Okay & What's Not

We follow a simple color guide:

 Red	 Yellow	 Green
Full AI-written work	Light help: Grammar, quick summaries, etc.	Brainstorming, visuals



Tell Me How You Used AI

For any assignment where AI helped you, include:

- Tool used
- What you kept/changed
- Input given
- How you checked accuracy



Privacy & Safety

Keep personal details out of public tools. Don't share names, IDs, or private information. We stick to platforms our school approves.



Equity & Access

Not every student has the same tools at home. We make sure there are alternatives so no one is left out or marked down.



If Something Goes Wrong

We talk first. You can fix the work or try again. School rules apply only if the same issue keeps happening.



Review & Revisit

We'll look at this agreement again after our first major project and later in the term. We can adjust it anytime if new tools show up or if we want it to work better.

Our AI Agreement

A shared guide for how we use AI tools in our class: ethically, safely, and responsibly.



1 Why We Use AI 

We use AI to support learning, not replace it. It helps us brainstorm, organize ideas, and improve our writing.

2 Tools We Use 

ChatGPT, Claude, Canva, MagicSchool, SlidesAI. This list may change. New tools must be school-approved.

3 What's Okay & What's Not 

Red Full AI-written work, faked citations
Yellow Grammar fixes, summaries
Green Brainstorming, visuals

4 Tell Me How You Used AI 

- Tool used
- Input given
- What you kept/changed
- How you checked accuracy

5 Privacy & Safety 

Keep personal details out of public tools. Don't share names, IDs, or private information. We stick to platforms our school approves.

6 Equity & Access 

Not every student has the same tools at home. We make sure there are alternatives so no one is left out or marked down.

7 If Something Goes Wrong 

We talk first. You may revise or reflect. School rules apply only if misuse repeats.

8 Review & Revisit 

We'll review this agreement after the first big project and again mid-term or if new tools are added.

AI Classroom Policy

Teachers Guide

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What Is an AI Classroom Policy?

An AI classroom policy is a foundational document that guides how AI practices and tools are used in your classroom across the school year. It is a flexible, evolving agreement that sets expectations, safeguards learning, and promotes ethical use of AI by both students and teachers.



Why Is It Important?

Teachers must prepare students to engage with AI systems critically and responsibly, recognizing both the opportunities and risks they present. (UNESCO, 2023)

A clear classroom AI policy:



- Fosters accountability and shared responsibility
- Builds trust and transparency
- Develops digital literacy and critical thinking
- Promotes equity and responsible innovation

Tips for Creating Your AI Policy



1. **Collaborate:** Involve students in the process
2. **Make it student-centered:** Prioritize their learning experience
3. **Stay flexible:** Allow room for adjustments as tools and needs evolve
4. **Be transparent:** Discuss expectations and boundaries openly
5. **Review regularly:** Reflect on how it's working throughout the year

Components of an AI Classroom Policy

Academic Integrity



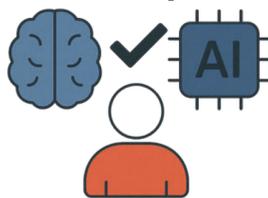
- Clarify acceptable vs. unacceptable AI use
- Require students to label or cite AI-assisted work
- Focus on process-based and authentic assessment

Data Privacy



- Don't input personal student data into public AI tools
- Use only district-approved, secure platforms
- Inform families about how AI tools handle student data

Ethical Use & AI Literacy



- Teach critical evaluation of AI-generated content
- Model transparency in your own AI use
- Include ethical discussions: bias, misinformation, limitations

Equity & Inclusion



- Ensure fair access to tools and support
- Use AI to enhance accessibility and differentiation
- Track usage to avoid unintentional exclusions

Pedagogical Alignment



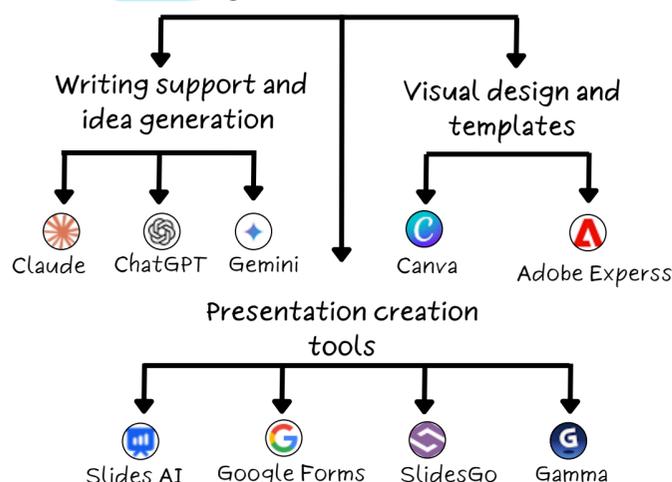
- Align AI tools with curriculum goals
- Use AI to enhance creativity, personalization, metacognition
- Keep the teacher's role central—AI is a support, not a substitute

Key Questions to Ask

- What AI tools will we allow in this class—and for what purposes?
- How will we define and detect AI misuse?
- How do we handle student data and privacy?
- What skills do students need to engage with AI responsibly?
- What should students disclose when using AI tools in assignments?



Useful AI Tools



Further Reading

AI and education: A competency framework for teachers, UNESCO
Empowering Learners for the Age of AI, OECD & Code.org

