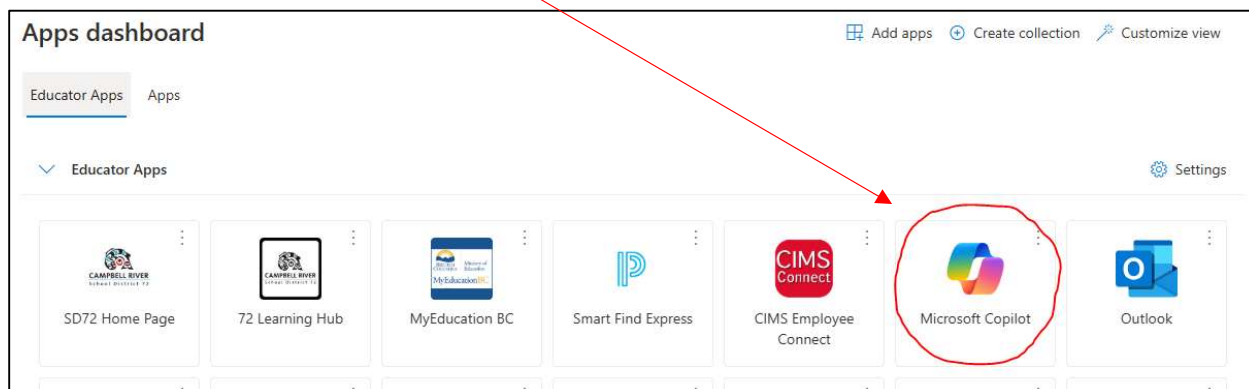


Teacher Guidelines for use of AI in SD72

What is AI and Copilot?

AI chatbots have advanced rapidly in recent years and are now widely used in professional work, with increasing adoption in education. These powerful tools can help teachers save time, work more efficiently, and enhance student learning. Several AI chatbots are now publicly available, each with unique strengths and weaknesses. Some examples include Copilot, ChatGPT, DeepSeek and Claude.

Copilot – Microsoft's AI assistant, based on OpenAI's ChatGPT, is integrated into Microsoft 365 and can be accessed from all devices with an internet connection. In SD72, Copilot benefits from **enterprise-grade security and enhanced data protection** when accessed through your district Office 365 account. This means that information entered by teachers or staff is private and will not be used to train the AI model. You can access Copilot by searching for "Copilot" online or through the SD72 Apps Dashboard.



We recommend Copilot as your default AI chatbot because of its enhanced privacy integration in SD72. Other chatbots can be explored when working with non-sensitive information.

Guidelines for Using AI Ethically and Effectively

Privacy Considerations

Microsoft guarantees privacy within the SD72 Copilot environment. However, to ensure compliance with the Freedom of Information and Protection of Privacy Act (FIPPA), **student personally identifiable information** (e.g., names, ID numbers) should **not** be entered into any AI chatbot, including Microsoft Copilot. This aligns with SD72 Operational Procedure 143, which can be found here: [SD72 Operational Procedure 143](#).

Balancing AI and Professional Judgment

AI is a powerful tool, but it does not replace professional expertise. **Effective use of AI begins with clear planning**—understanding what you want to create before generating content. This ensures AI serves as a support tool rather than dictating the process.

Additionally, AI models **may inherit biases** from their training data and can generate **incorrect or misleading information** (often referred to as “hallucinations”). Careful review and refinement are essential to ensure **accuracy, appropriateness, and alignment with educational goals**.

Best Practices for Using AI Thoughtfully

To ensure AI-generated content is **effective, ethical, and appropriate**, follow these steps:

1. **Define your goals:** Identify what you need before using AI to generate content to maintain control over the process.
2. **Review all content thoroughly:** Never share AI-generated work without a careful read-through.
3. **Verify factual accuracy:** AI can make mistakes—always fact-check information before use.
4. **Adapt content for your classroom:** AI-generated text is often generic; adjust it to fit your students, teaching style, and curriculum.
5. **Be mindful of bias:** AI may reflect biases in its training data. **Review content critically** to ensure it is inclusive and culturally responsive.

Using AI for Teaching Materials and Assessment

AI can help educators develop a variety of teaching materials including **assignments, test questions, project ideas, and rubrics**. It can also assist with assessment by generating draft feedback based on rubrics and identifying patterns in student work. However, AI should **always support—rather than replace—teacher expertise and professional judgment**.

AI in Assessment: Use with Caution

While AI can provide insights into student work, it may **miss critical factors** such as additional classroom context, connections to previous student work, and individual learning needs. **Teachers remain fully responsible** for all assessments and feedback shared with students. Educators should:

- **Carefully review AI-generated feedback** before sharing it.
- **Ensure assessments align with classroom instruction and student needs**.
- **Be prepared to justify all evaluation decisions** based on professional expertise.

Creating Inclusive and Culturally Responsive AI-Generated Materials

When using AI to develop teaching resources, consider these key principles:

- **Universal Design for Learning (UDL):** AI can help generate multiple ways to present information and engage students, but teachers must ensure materials are accessible to all learners, including those with diverse learning styles, language abilities, and accessibility needs.
- **Culturally Responsive Content:** AI often defaults to dominant cultural narratives. Educators should critically review content to ensure diverse perspectives, voices, and histories are accurately represented.
- **Local Context and Indigenous Knowledge:** AI cannot replicate the protocols and relationships that guide Indigenous knowledge sharing. Instead of relying on AI-generated content, prioritize locally developed resources and consult district-approved Indigenous education materials.
- **Bias Awareness:** AI inherits biases from its training data. Carefully review all content to identify and address stereotypes, inaccuracies, and missing cultural or historical contexts.

By following these **guidelines**, educators can ensure **AI-generated materials** are inclusive, **culturally responsive**, and aligned with **best teaching and assessment practices**.

Part 2: Example AI Prompts for BC Teachers

If you have never used AI or are looking to learn about new ways it can support you, below is a collection of pre-made prompts tailored to the needs of BC teachers. You can copy and paste these prompts into an AI chatbot and customize them by filling in the [sections].

Lesson planning prompts

- 1. Build a Lesson Plan and Schedule** Teachers can use AI to help build a lesson plan and schedule when they're stuck. Be specific about your desired topic and student expectations.
 - **Prompt:** Think like a [grade level or course] teacher and design a lesson plan to teach students about [topic]. Include at least [number] ideas and focus on [specific topics]. Include the ideal schedule to roll out the lesson plan. Ensure the lesson aligns with the BC curriculum.
- 2. Create Learning Objectives for Your Next Unit** AI teaching prompts can help narrow down the exact objectives for your lesson plans and bring your ideas across the finish line. This prompt hones in on these learning objectives and will match the BC Curriculum.
 - **Prompt:** Please list detailed learning objectives for [grade level or course] and how they should be measured for a unit on [topic]. Provide specific curricular competencies from the BC Curriculum.
- 3. Draft Instructions for Assignments** Save time on creating assignments by putting some of the administrative burden on AI. This prompt can create robust assignment guidelines that you can then refine for your students.
 - **Prompt:** Write detailed instructions for an assignment on [topic] for [grade level or course] students. Include the requirements, the exact steps to follow to complete the assignment, and any specific formatting or length expectations. The assignment will follow the BC Curriculum.
- 4. Plan a Project-Based Activity** Project-based activities can greatly impact your class. This prompt can give you step-by-step instructions as well as assessment criteria.

- **Prompt:** Develop a project-based activity to help [grade level or course] students learn about [topic]. Include the project details, required steps, goals and objectives, and resources needed following the BC Curriculum.
 - **Follow-up Prompt:** Provide a four-point rubric using the proficiency scale for this assignment, using curricular competencies from the BC curriculum as criteria.
5. **Generate Practice Math Problems** If you need new math problems, AI can help. Ask for an answer key so you don't have to solve each problem on your own.
- **Prompt:** Generate practice math problems for [grade level] students, focusing on [math concept/lesson] following the BC Curriculum. Provide problems with varying difficulty levels and include an answer key. Ensure the solutions are written so that students can easily understand. Do not include any LaTeX formatting.
6. **Create a List of Vocabulary Words** AI can create a list of vocabulary words for your grade level, even relating to a specific lesson plan.
- **Prompt:** Create a vocabulary list relevant to the [grade level] students and [topic] following the BC curriculum.
7. **Designate a Word of the Day** Select a word of the day to keep vocabulary knowledge fresh.
- **Prompt:** Designate a word of the day to be studied by [grade level] students. Include the definition and instructions for using the word in a sentence.
 - **Follow-up Prompt:** Provide a word of the day for all [#] days of the school year.

Educational Materials Prompts

8. **Create a Presentation for Your Next Lesson** Bolster lesson presentations by asking AI to craft an engaging presentation.
- **Prompt:** Create a presentation for a lesson on [topic] for [grade level or course] students following the BC curriculum. Include suggestions for slides, important points to cover, and multimedia elements to enhance the presentation.

- **Follow-up Prompt:** Add interactive elements, questions, and activities to encourage student participation.
9. **Build a Study Guide** Prompting an AI tool to design a study guide can help support your students' study habits.
- **Prompt:** Create a study guide to help [grade level or course] students prepare for an exam on [topic]. Summarize key concepts, include important terms, and add a few practice questions and answers following the BC curriculum. Do not use LaTeX formatting and ensure it is easy to read for students.
10. **Brainstorm Unique Worksheet Ideas** If you're struggling to create an interesting worksheet, ask AI for help.
- **Prompt:** Create unique worksheet ideas for a [grade level or course] class learning about [topic] using the BC curriculum.
 - **Follow-up Prompt:** Can you expand upon [worksheet idea] and provide a draft of what this can look like?
11. **Find Ways to Incorporate Multimedia Elements** AI can help you develop ways to incorporate multimedia into your lesson plans.
- **Prompt:** Suggest ways to incorporate multimedia elements (such as video, images, or simulations) into a lesson on [topic] for [grade level] that ties into the BC curriculum.
12. **Proofread Materials for Grammar, Spelling, and Punctuation** Use AI to check your work for errors and improve clarity.
- **Prompt:** Proofread the following text for grammar, spelling, and punctuation errors. Suggest improvements to enhance clarity and conciseness.
 - **Follow-up Prompt:** Rewrite any incorrect or confusing sentences.

Student Engagement Prompts

13. **Come Up with Unique Icebreaker Ideas** AI can save time and help come up with icebreakers tailored to your class size and age.

- **Prompt:** Provide unique icebreaker activities to help a class of [grade level] students with a class size of [size] share about themselves and get to know each other.
- **Follow-up Prompt:** Provide icebreakers related to [specific topic].

14. Generate Discussion Questions Gather a list of discussion questions from AI to transform your recap into an engaging conversation.

- **Prompt:** Make a list of engaging discussion questions related to [topic] for students in [grade level]. Questions should encourage critical thinking and reflection and be relevant to the BC curriculum.
- **Follow-up Prompt:** Add follow-up questions to deepen the discussion or consider new perspectives.

15. Ideate Creative Team Assignments AI can help you generate creative group assignments.

- **Prompt:** Suggest creative or unique team assignments on [topic] for [grade level], including how students should collaborate. Detail the expected outcomes of each assignment. Ensure the assignment is in line with the BC Curriculum.
- **Follow-up Prompt:** Provide ways to assess individual and group contributions to ensure fair grading.

16. Generate Scavenger Hunt Ideas Ask AI for unique scavenger hunt ideas.

- **Prompt:** Create a list of clues for a [topic]-related scavenger hunt for [grade level] students.
- **Follow-up Prompt:** Include both physical and digital ideas.

17. Plan a Virtual Field Trip AI can plan all the details for a virtual field trip.

- **Prompt:** Plan a virtual field trip to help [grade level] students learn about [topic]. Share links to resources, activities, and reflection questions that tie into the BC curriculum.
- **Follow-up Prompt:** Suggest interactive elements to make the experience more engaging.

18. Suggest Ideas for Gamification AI can find ways to gamify a particular lesson.

- **Prompt:** Suggest ways to gamify a lesson in [topic] for grade [level] students. Include activities, scoring systems, and incentives to encourage learning.
- **Follow-up Prompt:** Detail how each of these can tie into the BC curriculum.

19. Brainstorm Ways to Incorporate Technology AI can suggest how to incorporate technology into your lessons.

- **Prompt:** Suggest ideas to incorporate technology into a [grade level] lesson on [topic].
- **Follow-up Prompt:** Offer suggestions that are free or low-cost and easy for both students and educators to access.

Differentiated Instruction

20. Create Tiered Activities for Different Student Levels AI can generate tiered activities so every student receives work that challenges them and supports their success.

- **Prompt:** Develop a list of tiered activities related to [topic] for [grade level] students with varying skill levels. For each tier, suggest modifications and explain how these activities align with the learning objectives of the BC Curriculum.

21. Develop Personalized Learning Plans AI can help create a personalized strategy based on an individual student's needs.

- **Prompt:** Design a personalized learning plan for a [grade level] student with [specific needs] studying [topic]. Include specific strategies, resources, and support measures that address the student's unique learning profile.

22. Generate Self-Paced Assignments Offer self-paced assignments to support learners who excel when working independently.

- **Prompt:** Develop self-paced assignments for a [grade level] lesson on [topic]. Include clear instructions, defined goals, and assessment methods that align with the BC Curriculum.

- **Follow-up Prompt:** Provide best practices for tracking students' progress with self-paced assignments.

23. Create Relatable Examples for Challenging Lessons Enhance difficult lessons by incorporating real-world examples that resonate with students.

- **Prompt:** Create real-world, relatable examples to help [grade level] students better understand a lesson on [topic].

24. Brainstorm Ways for Parents to Support Students at Home Generate ideas for parents to support their children through specific activities, resources, or discussion topics.

- **Prompt:** Provide a list of ways parents can support their [grade level] children at home. Include specific activities, resources, or discussion topics that reinforce learning about [topic] in alignment with the BC Curriculum.
- **Follow-up Prompt:** Add suggestions tailored to parents with limited time or resources.

Assessment

25. Help Generate Quiz Questions that Align with Learning Objectives It's not always easy to figure out the right quiz questions to test your students' knowledge. Luckily, you don't have to create a quiz all by yourself! Just ask AI to brainstorm quiz questions for you in whatever format you'd like.

- **Prompt:** Help brainstorm quiz questions for [grade level] students on [topic] that aligns with the BC curriculum. Include multiple-choice, true or false, and short-answer questions along with an answer key. Ensure the questions and solutions are easy to read. Do not use LaTeX formatting.
- **Follow-up Prompt:** Explain how each question aligns with the learning objectives.

26. Create a Grading Rubric Create a rubric based on the BC proficiency scale and curriculum.

- **Prompt:** Develop a four-point rubric to grade a [grade level] assignment on [topic]. It should use the proficiencies and curricular competencies from the BC curriculum.

You can also attach any instructional documents as part of your prompt to make the rubric more specific.

- **Additional Context:** You can go to your BC Curriculum page for your grade and subject and choose some curricular competencies (no more than three). Your prompt would look like this: Develop a four-point rubric to grade a [grade level] assignment on [topic]. It should use the BC proficiency scale and the criteria will be [curricular competencies].

27. Generate Writing Prompts to Test Understanding Writing is an important skill on its own, but it's also a way for students to test their understanding of a given topic. Let AI produce writing prompts in minutes rather than spending hours writing prompts yourself.

- **Prompt:** Design multiple writing prompts to test [grade level] students' understanding of [topic].
- **Follow-up Prompt:** Provide suggestions or starters to help students organize their thoughts.

28. Come Up with Alternative Assessments It can be tricky to find the right alternatives when you need to pivot to meet students' needs. If you want to create an alternative to a traditional test or quiz, prompt AI to generate some ideas.

- **Prompt:** Suggest alternatives to traditional tests or quizzes to assess [grade level] students' knowledge of [topic].

29. Generate Self-Reflection Prompts for Students Give students a list of prompts that help them reflect on their own knowledge and areas of improvement. This prompt will generate self-reflection prompts so students can think through their knowledge and progress.

- **Prompt:** Provide prompts to help [grade level] students reflect on their knowledge, progress, and challenges with [topic] based on BC core competencies.
- **Follow-up Prompt:** Add tips to help students set future goals based on their self-reflections.

Classroom Management

Teaching isn't just standing in the front of the class lecturing. A big part of your job is managing your classroom, from designating rules about noise and behaviour to organizing a seating chart. Establishing clear late assignments and grading policies can help establish expectations early on. Luckily, you can leverage AI as an assistant to help with these organizational duties.

30. Create a List of Rules for Your Classroom Some may say rules are meant to be broken, but even if that's true, no one can break a rule without knowing it first. Using this prompt, create grade-appropriate classroom rules and grow a classroom of good citizens.

- **Prompt:** Generate a list of classroom rules for a [grade] class. Focus on rules that create a positive, respectful, and productive learning environment and include consequences for breaking them.

31. Create a Rewards System for Your Class Reward your students for a job well done or recognize them for good behaviour with this prompt.

- **Prompt:** Design a rewards system for [grade level] students, including suggested rewards, how to earn them, and how to ensure fairness.

32. Develop Ideas to Transition Between Activities Moving from one task to the next can distract even the most engaged students. Ask AI to provide suggestions for easier transitions.

- **Prompt:** List ideas to effectively transition between [grade level] classroom activities, minimizing downtime and keeping students engaged and focused.

Communication

Teachers must effectively communicate with students, other teachers, administrators, parents, and more — sometimes all in a single day!

33. Draft Responses to Parent Questions Reply to parent questions quickly and efficiently by sharing their questions with AI and requesting a draft response.

- **Prompt:** A parent has reached out with a question about [topic]. Draft a response to answer their question.
- **Follow-up Prompt:** Provide additional resources that may assist the parent.

34. Communicate Upcoming Events to Parents and Students Keep parents and students informed about upcoming events like field trips or parent-teacher conferences. Prompt AI with the relevant details and let it draft your messaging.

- **Prompt:** Draft an update to parents and students describing [upcoming event], including day and time, expectations, requirements, and objectives.

35. Create Agendas for Parent-Teacher Conferences Parent-teacher conference season is critical, but structuring the meetings isn't always easy. Ask AI to create a basic agenda for the specific meeting length and include any crucial topics.

- **Prompt:** Create an agenda for [grade level] parent-teacher conferences, allowing 30 minutes of discussion time. Include topics like [insert topics].

36. Generate a Parent Newsletter If you want to stay in touch with parents but don't have time to compose a detailed newsletter each month, ask AI to provide a list of topics, create newsletter templates, or fill templates with your chosen information.

- **Prompt:** Draft a parent newsletter that provides updates and information for the upcoming [time period]. Include the following information: [Insert information to include]
- **Follow-up Prompt:** Provide a list of topics to include in future newsletters.

37. Draft Recommendation Letters for Students Recommendation letters should be individualized and personal. You can use the below prompt to get started. Even better, consider asking AI to create a recommendation letter template you can fill in for future requests.

- **Prompt:** Write a [length] recommendation letter for a student for [purpose]. Include [relevant information].
- **Follow-up Prompt:** Create a template recommendation letter that can be modified for each student.

38. Translate Communication If you work with a diverse population, you may need translation or interpretation. If you don't have superhuman language powers, use this prompt to translate between languages.

- **Prompt:** Translate the below message from [language] to [language].

This can also work with documents. Attach a document and use this prompt:

- **Prompt:** Translate the attached file from [language] to [language].

**AI translation is a strong option, often as good as or better than free translation tools. However, translations may not always be perfect, especially with complex phrases or specialized terms.*

39. Create Email Templates to Respond to Admin or Colleagues Share an email to which you'd like to respond and have AI draft a reply or request reusable templates for frequent email types.

- **Prompt:** Draft an email in response to the below message. Include [relevant information]. [Copy initial email here]
- **Follow-up Prompt:** Provide a generic template for this type of email for future use.

40. Create Agendas for Committee Meetings Create clear agendas to ensure everyone has a chance to share their thoughts while also dedicating enough time to cover each topic.

- **Prompt:** Create an agenda for [committee focus] advisory meeting that lasts [#] minutes. Include enough time to cover the following topics [insert topics].

41. Help Create Meeting Minutes If you have taken notes from a meeting, AI can help you organize these notes quickly and efficiently in a way that is easy for everyone to understand.

- **Prompt:** Create meeting minutes that can be used as a reference for future discussions and progress tracking based on [notes of meeting].
- **Additional:** You can also provide a meeting agenda as well to help the AI organize your notes into your agenda topics.

Media Generation

42. **Generate Pictures:** Copilot is capable of generating pictures based on a provided description. You can include subjects, locations, actions and even art styles. Examples of art styles include: hyperrealistic, cartoon, comic book, anime, steampunk, 8-bit, black and white, surreal, modern, or even in the style of specific artists (like Picasso for example).

- **Prompt:** Please generate a picture of [subject], doing [action] at [location] in the style of [art style].

Many of the above prompts are based on those from this source:

<https://www.mentimeter.com/blog/education/ai-prompts-for-teachers>