Working Plan for Generative AI in 2024-2025 for Academic Leaders

This outline for an action plan is drawn from a number of resources, all of which are listed on the final page. We’ve synthesized these resources to help Academic Leaders plan how to proceed methodically in planning for the 2024-2025 academic year.

This document is yours to use throughout your school, please do not distribute it beyond your campus.
<table>
<thead>
<tr>
<th>Phase</th>
<th>Action Item</th>
<th>Possible Steps</th>
<th>Your Plan</th>
</tr>
</thead>
</table>
| Initiate | Hold Awareness Sessions | • Survey staff to gauge current AI knowledge and usage.  
• Organize sessions to demystify AI, addressing misconceptions and highlighting benefits and limitations. |  |
| | Form an Advisory Team | • Include educators, technology specialists, administrators, students, and community members.  
• Involve early adopters of AI technologies to model appropriate usage.  
• Oversee AI initiative development and ensure alignment with educational goals. |  |
| | Develop Policies and Guidelines | • Draft comprehensive guidance addressing ethical considerations, data privacy, and responsible AI use.  
• Utilize resources like the AI Guidance for Schools Toolkit from TeachAI. |  |
| | Explore AI Tools | • Pilot various AI tools and platforms to find those that best suit teaching methods and learning objectives.  
• Evaluate general productivity tools within your current ecosystem (e.g. Google, Microsoft) first.  
• Evaluate instructional or student use tools cautiously.  
• Use pilot programs to assess tool effectiveness. |  |
<table>
<thead>
<tr>
<th>Phase</th>
<th>Action Item</th>
<th>Possible Steps</th>
<th>Your Plan</th>
</tr>
</thead>
</table>
| Build | Provide Professional Development               | • Offer ongoing training sessions covering technical aspects, security policies, and pedagogical strategies for AI tool usage.  
<pre><code>   |                                                | • Ensure educators are confident, safe, and competent in using AI.               |           |
</code></pre>
<p>|       | Refine Guidelines with Broad Input             | • Gather feedback from teachers, students, and parents to refine AI policies.    |           |
|       |                                                | • Ensure policies are comprehensive and inclusive.                               |           |
|       | Adapt Assessment Strategies                    | • Update current assessment methods to account for AI use.                      |           |
|       |                                                | • Integrate frameworks like the AI Assessment Scale from Leon Furze.            |           |
|       | Begin AI Literacy Efforts in Classrooms       | • Integrate AI-related content into the curriculum.                            |           |
|       |                                                | • Teach students about AI basics, applications, and ethical considerations.      |           |
| Engage| Share &amp; Implement Guidelines with Students and Families | • Communicate AI policies and guidelines clearly to students and families.     |           |
|       |                                                | • Use various channels to ensure everyone understands the expectations and benefits of AI integration. |           |
|       | Provide Ongoing Training                       | • Offer continuous professional development opportunities to keep educators up-to-date with AI developments and expectations. |           |</p>
<table>
<thead>
<tr>
<th>Evaluate</th>
<th>Identify &amp; Share Promising Practices</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Create platforms for advisory committees and teachers to share experiences, successes, and challenges.</td>
</tr>
<tr>
<td></td>
<td>• Build a portfolio celebrating effective AI practices.</td>
</tr>
<tr>
<td></td>
<td>• Showcase work to parents and caregivers in appropriate times.</td>
</tr>
<tr>
<td></td>
<td>• Build a portfolio celebrating effective AI practices.</td>
</tr>
<tr>
<td></td>
<td>• Showcase work to parents and caregivers in appropriate times.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monitor Adoption of Tools &amp; Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Establish metrics and evaluation processes to track AI tool adoption and impact.</td>
</tr>
<tr>
<td>• Use regular feedback loops to fine-tune AI integration efforts.</td>
</tr>
</tbody>
</table>

Resource list
The AI Education Project: Introduction to Artificial Intelligence https://www.aiedu.org/