

Developing your school's vision for AI[✦]

A guide for leaders and administrators



Introduction

As we navigate the dynamic landscape of the 21st century, Artificial Intelligence (AI) is reshaping almost every facet of our lives, and education is no exception. While the promise of AI in the classroom is profound—from personalised learning to administrative efficiencies—it also leads to a new set of questions about its responsible and effective use.

We've organised the guide into four sections that will help you confidently address the concerns and needs of your school community:

Part 1 What questions should I be asking about AI use?

Part 2 How do I select and evaluate AI tools?

Part 3 How might we adapt our curriculum for an AI future?

Part 4 What is the role of citation and academic integrity connected to AI use?

This guide aims to address these questions and more, offering you insights, practical advice, and strategies to ensure our schools remain at the forefront of this exciting digital transformation.



Questions to consider surrounding AI use

As you consider AI use in your school, there's lots of information out there, and it can feel overwhelming to figure out what to do. That's why we've created this straightforward set of guidelines to boost your confidence in making AI-related decisions. **This section of the guide is designed to spark meaningful reflection and help you to form your own well-rounded ideas about how best to utilise AI in your school's context.** Getting grounded in your school's values and beliefs surrounding AI use is an essential first step in becoming AI literate.

We have structured this policy guide reflection using **UNICEF's framework of protection, provision, and participation.** For each of the 3Ps, we provide some "things to consider" as well as guiding questions around teacher and student/family use.



Protection | Do no harm

How do students and teachers use AI safely?



Provision | Do good

How can AI be leveraged to improve education?



Participation | Include all

How do we consider the needs of all stakeholders?

United Nations Children's Fund (UNICEF), 2021

These questions can serve as a great starting point for shaping both your thinking and your school's AI policy. We've created a sample school AI policy using the 3P framework.



Protection | Do no harm

How do students and teachers use AI safely?



Things to consider

When it comes to AI tools, particularly those that interact with students, there are several important questions that need to be considered. Some of the concerns that you as a school leader might need to address might be around:

Consent: Addressing questions about how consent is obtained and managed.

Purpose and Use Limitation: Evaluating the intended purposes of AI tools and how data is used, while ensuring limitations are in place.

Transparency: Ensuring that the inner workings of AI systems are clear and understandable.

Accountability: Establishing responsibility for AI tool outcomes and actions.

An added challenge is that young children may not understand the concept of privacy or the long term impact of sharing data.



Teacher use

- How is parental consent obtained for children under 13, and student consent obtained for students over the age of 13?
- What is the process for selecting and using AI tools (considering transparency and accountability)?
- What information can/can't be shared with AI enabled tools?



Student/family use

- How will we educate students and families about the potential risks associated with AI and data?



Provision | Do good

How can AI be leveraged to improve education?



Things to consider

AI has the potential to unlock personalised learning. Already, tools have been developed that increase access and support for students with diverse needs and abilities. However, as a school leader it is important to keep in mind that AI tools are susceptible to:

Bias and Unfairness: AI systems can inherit biases from their data, potentially leading to unequal treatment of children, especially those from underrepresented groups.

Overgeneralisation: AI can mistakenly generalise characteristics or behaviors, impacting decision-making and interventions.



Teacher use

- How will AI enhance teaching and learning?
- How will teachers be trained on ethical use of AI tools?
- What role will teachers retain in decision making?
- Can teachers opt out of AI use or refute decisions made by AI?
- What strategies can be implemented to identify and mitigate any biases that AI systems might introduce into the learning environment?



Student/family use

- Will AI tools be accessible for all students?
- Can students/families opt out of AI use?
- Will there be transparency in how decisions are made using AI?



Participation | Include all

How do we consider the needs of all stakeholders?



Things to consider

Democratising the use of AI is crucial to ensure that underserved communities have equal access to the benefits of AI technology, helping to bridge digital divides and promote equity in education, employment, and societal opportunities. Some ways to democratise access to AI include:

Inclusive Design Principles: Ensuring that AI systems are designed with principles that consider the widest range of users, regardless of age, gender identities, abilities, or other characteristics.

Child Participation: Actively encouraging the participation of children in the design, development, and implementation of AI systems. This involvement should take into account the intended use and be meaningful for all potential child users.



Teacher use

- How can teachers actively involve students in shaping the use of AI in the classroom?
- How will all learners be educated about AI?



Student/family use

- How will we collect input and feedback from all community members around the use of AI tools?
- How can we hear more voices around the efficacy of AI tools?
- How might we teach students and families about safe AI use?

The above guiding principles will help you lay the foundation for understanding the **why** and **how** of integrating AI in education. They will provide the philosophical and ethical backbone for any technological decisions you make. However, these guiding principles are only as effective as the tools that support them.

As we move to the next section on evaluating AI tools, you'll discover a practical tool for determining which technologies align your principles with your school's needs.



How do I select and evaluate AI tools?

In this section, you can begin to think about adopting AI-powered tools. There are all kinds of AI tools that promise to revolutionise teaching and learning, but not all tools are designed with students' and teachers' best interests at heart. **This checklist will help you to evaluate the AI tools you are considering to ensure the tool is safe, effective and equitable.**

We have designed this AI tool checklist to be used by school leaders and educators as they consider adoption of a new AI tool. It is organised using the 3Ps framework. We invite you to use this checklist as a starting point—it can be modified to meet the unique needs of your school context.



Checklist for evaluating AI tools for use in School

Guiding principles	Key considerations	Evaluation	
Protection Do no harm	Does the AI tool adhere to data protection regulations, and ensure secure data storage and usage?	Y	N
	Will the AI tools collect the minimum amount of data to provide the service?	Y	N
	Will users be informed, and their consent obtained, regarding data processing and storage?	Y	N
	Is the AI tool trained on diverse datasets to avoid discrimination and ensure objectivity and fairness in content and decision-making processes?	Y	N
	Are the ethical frameworks and principles guiding the development of the AI tool aligned with our school's values?	Y	N
	Are there mechanisms in place for monitoring the impact of the AI tool?	Y	N



Checklist for evaluating AI tools for use in school

Guiding principles	Key considerations	Evaluation	
		Y	N
Provision Do good	Is the use of the AI tool motivated by genuine educational needs and make learning more effective than alternative approaches?	Y	N
	Does the AI tool have a clear educational goal and contribute effectively to learning outcomes?	Y	N
	Does the AI tool engage students in a manner that is aligned with my pedagogical philosophy?	Y	N
	Will the application of this AI tool maintain a focus on human values such as agency, compassion, and creativity?	Y	N
	Does the AI tool offer a good return on investment, balancing cost with improvements in learning outcomes and efficiencies?	Y	N
Participation Include all	Will teachers have adequate access to guidance, training, and support to ensure educators and learners can use AI tools effectively and ethically?	Y	N
	Is this AI tool accessible to diverse learners, compliant with accessibility guidelines?	Y	N
	Is the AI tool adaptable to different learning environments and scalable to different class sizes?	Y	N
	Will the AI tool integrate easily with existing teaching practices and learning management systems?	Y	N

Created by Toddle

Due to the influence of AI technologies, the world of education is evolving rapidly. As school leaders, we need to keep a finger on the pulse of these shifts. While the road ahead may seem daunting, our duty is simple: stay informed and do our best.

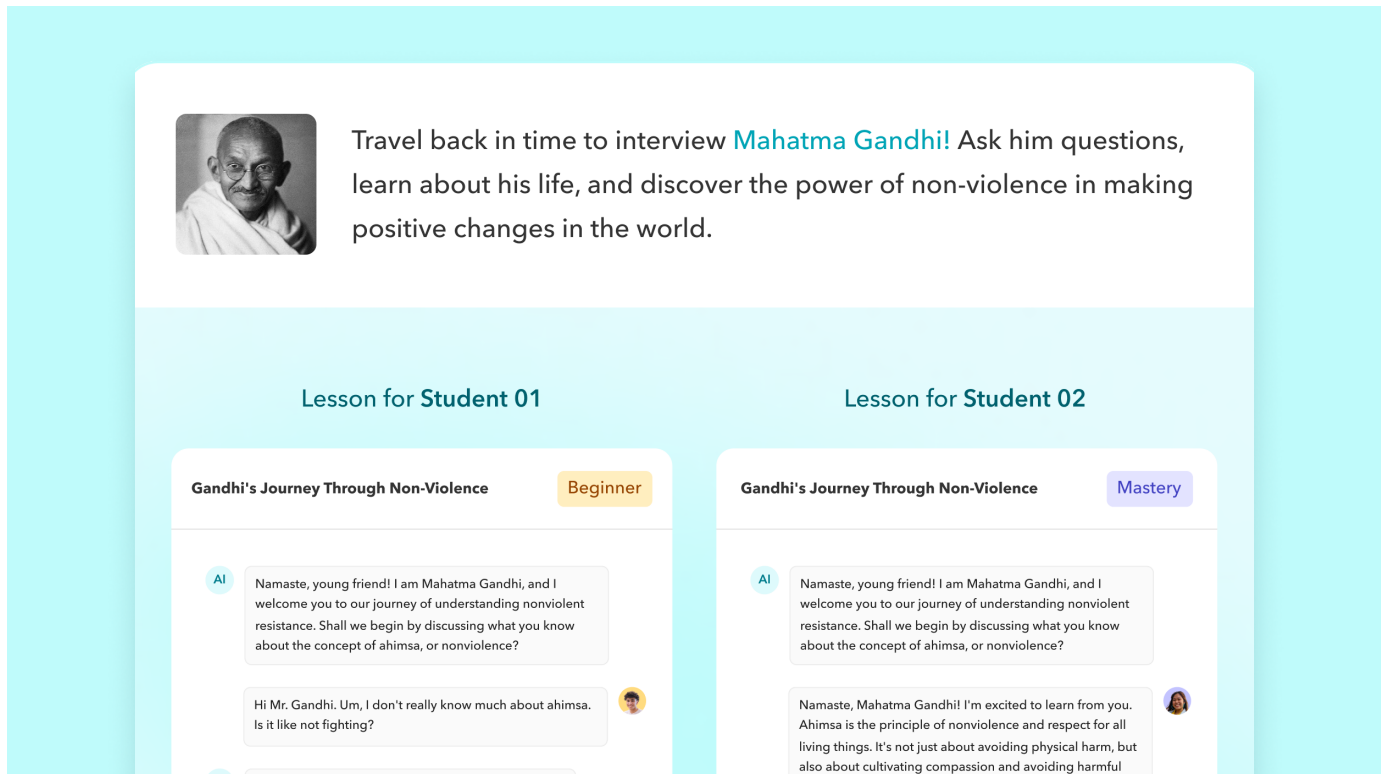
This workbook has been thoughtfully crafted to:

- **understand AI and how you might use it in your role**
- **develop your school's vision for AI**
- **help you shape your approach to AI integration, and**
- **make informed decisions regarding tool selection.**

We're confident this guide will be an accessible and practical resource to assist you on this extraordinary journey.

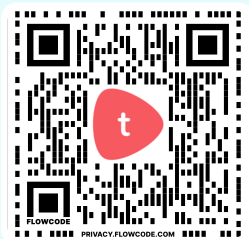
Have you seen Toddle's AI Tutors?

As you navigate your way through gen AI, we're excited to introduce you to Toddle's new AI Tutors, designed to bring once-unimaginable learning experiences to your classrooms.



The screenshot displays a user interface for an AI Tutor. At the top, there is a header with a portrait of Mahatma Gandhi and a description: "Travel back in time to interview Mahatma Gandhi! Ask him questions, learn about his life, and discover the power of non-violence in making positive changes in the world." Below this, the interface is divided into two columns for "Lesson for Student 01" and "Lesson for Student 02". Each column shows a lesson titled "Gandhi's Journey Through Non-Violence" with a difficulty level indicator: "Beginner" for Student 01 and "Mastery" for Student 02. The AI Tutor's responses are shown in chat bubbles, adapting the content to the student's level. For the Beginner level, the AI says: "Namaste, young friend! I am Mahatma Gandhi, and I welcome you to our journey of understanding nonviolent resistance. Shall we begin by discussing what you know about the concept of ahimsa, or nonviolence?" and the student asks: "Hi Mr. Gandhi. Um, I don't really know much about ahimsa. Is it like not fighting?". For the Mastery level, the AI says: "Namaste, young friend! I am Mahatma Gandhi, and I welcome you to our journey of understanding nonviolent resistance. Shall we begin by discussing what you know about the concept of ahimsa, or nonviolence?" and the student asks: "Namaste, Mahatma Gandhi! I'm excited to learn from you. Ahimsa is the principle of nonviolence and respect for all living things. It's not just about avoiding physical harm, but also about cultivating compassion and avoiding harmful".

What you see above is an AI Tutor in action – delivering a once-unimaginable lesson to two students in two different ways, adapting in real-time to their proficiency levels. **Imagine achieving this level of personalised, immersive learning for every student at your school.**



Scan the QR code below for a free demo of AI Tutors.

Built for teachers, by teachers, Toddle is an AI-powered teaching & learning platform for progressive K-12 schools. Going beyond a typical LMS, Toddle helps you streamline all your work - from curriculum planning and assessments to progress reports and school-home communication.

