# Using AI the Right Way *in Our Schools*

A one-page guide for teachers and school heads
davevisaya.com/ai-in-schools

**First rule:** always follow DepEd and your school's policies on AI and learner data. This guide is about safe habits. It does not replace official policy.

## THE 5 STEPS

**1 Start safely**
Use what your school allows. Switch off "use my chats for training" in the app's settings.

**2 Pick a routine task**
Quizzes, letters, outlines, memos. Keep the teaching for yourself.

**3 Set the rules**
Learner data never goes in. If it can identify a child, leave it out.

**4 Give it context**
Who you teach, what you need, an example, and the rules.

**5 Check its work**
It sounds sure, even when it's wrong. Your name is on the work.

## GREEN, YELLOW, RED

### GREEN · OK to use

- Lesson topics and general questions
- Your own rough notes
- Public documents, like curriculum guides
- Ideas for activities

### YELLOW · Clean it first

- Learner work samples: remove the name
- Parent messages: remove names and numbers
- School reports: remove anything that points to a person
- Not sure? Ask your school head

### RED · Never paste

- Learner names with grades or LRNs
- Birthdays, addresses, family info
- Health, guidance or discipline records
- Photos of learners
- Passwords and system logins
- Exams before they are given

**Not sure? Don't paste it.** *Kung nagduha-duha ka, ayaw i-paste.*

## YOUR FIRST MESSAGE (FILL IN THE BRACKETS)

```
From now on, you are my assistant for school
work.
1. Who I am: I [teach Grade __ subject / am the
school head] at a school in [city].
2. What I need: [short / detailed], in [simple
English / Cebuano / Filipino], for [learners /
parents / teachers].
3. An example: [one quiz, letter or outline you
made before, all names removed]
4. The rules: Never make up facts, quotes or
sources. If you're not sure, say so. Never ask
me for learners' names or personal details.
Reply "Ready" if you understand.
```

## ALWAYS CHECK

- **Facts and answers**, especially answer keys
- **Names, dates and numbers**
- **Sources it quotes:** make sure they really exist
- **Anything for a learner or parent**

## WITH OUR LEARNERS

- Teach them green, yellow, red too
- A tutor, not an answer machine: "Explain it step by step"
- Check facts with a book or a teacher
- If work looks AI-made, ask them to explain it in their own words

Learners' personal information is protected by the Data Privacy Act of 2012. Protect the learner first. Then use the tool.

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