AI CCCOE AI QUICK GUIDE FOR STAFF

These guidelines establish expectations for the responsible, ethical, secure, and transparent use of Artificial Intelligence (AI) by CCCOE staff. AI may support instruction, communication, operations, accessibility, and productivity, but human judgment, professional responsibility, data privacy, and compliance with SP 0441, CCCOE policies and applicable laws must remain central.

CORE EXPECTATIONS

- Use AI to support—not replace—student learning, staff expertise, and professional judgment.
- Staff remain responsible for all AI-assisted work they share, submit, or use in decision-making.
- Review all AI-generated content for accuracy, bias, tone, accessibility, cultural responsiveness, copyright concerns, and appropriateness before sharing or relying on it.
- Do not enter confidential, personally identifiable information (PII), student, personnel, financial, health, copyrighted, licensed, or otherwise sensitive information into public or unapproved AI tool.
- Maintain transparency when AI meaningfully contributes to work products and comply with any disclosure or attribution requirements.
- AI tools can require significant computing power, energy, and water resources; avoid unnecessary or repetitive use and choose efficient, purposeful prompts.

THE FIVE RULES

1- USE APPROVED TOOLS	2- PROTECT DATA	3- CHECK THE OUTPUT	4- KEEP HUMANS RESPONSIBLE	5- ASK WHEN UNSURE

WHAT MAY I DO?

GENERALLY PERMITTED
GO

- Brainstorm, outline, draft, revise, or refine general content.
- Summarize public or non-confidential information.
- Create ideas, checklists, examples, agendas, lessons, resources, or professional learning materials.
- Use translation, accessibility support, or alternate formats, then review for accuracy.
- Analyze data to inform decisions, with human review

PAUSE AND CONFIRM
CHECK FIRST

- Use a new AI tool, feature, plug-in, bot, integration, or notetaking tool.
- Use AI with agency data, student-facing content, or organizational communications.
- Record, summarize, or transcribe a meeting using AI.
- Use AI to inform a recommendation or decision that may affect a person's rights, services, placement, evaluation, or opportunities.
- Share AI-generated content broadly or as official CCCOE guidance.

NOT PERMITTED
STOP

- Enter Personally Identifiable Information (PII) data into an unapproved AI tool.
- Use AI as the sole basis for decisions affecting students, families, staff, services, placement, discipline, evaluation, or access to programs.
- Use AI to monitor, analyze, or evaluate people without prior written authorization and approved systems.
- Add an unauthorized AI meeting bot or use unapproved public AI tools for CCCOE work involving organizational data or communications.
- Share AI-generated work without human review.

APPROVED TOOL: CCCOE licensed Microsoft Copilot is the agency-approved AI tool and is available to all staff. Other AI tools require technology approval.

BEFORE YOU SHARE OR RELY ON AI OUTPUT

✓ Verify facts, citations, and conclusions.

✓ Check for bias, tone, accessibility, cultural responsiveness, copyright, and appropriateness.

✓ Remove or correct inaccurate, incomplete, misleading, or inappropriate content.

✓ Remain accountable for the final work product and decision.

Ask: Is the tool approved? Is protected data involved? Could the use affect someone's rights, services, placement, evaluation, or opportunities? Do I need disclosure, approval, or Technology/Data Privacy review?

AI NOTETAKING GUIDANCE (i.e. Fireflies.ai, Otter.ai etc..)

- Only organizer/host may authorize use
- Use the agency-approved tool, Microsoft Copilot
- Give advance notice and allow participants to opt out
- Review notes before sharing them
- Never use AI notetaking for confidential, legal, HR/personnel, student-record, negotiation, or collective-bargaining discussions
- Approved agency tools may be used for accessibility

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