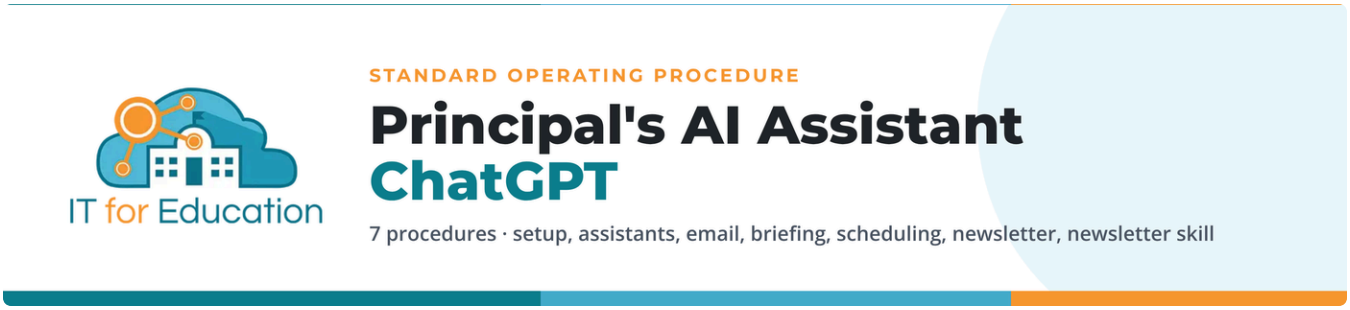


SOP: Principal's AI Assistant — ChatGPT

Nov 11, 2026 · @Carlos · IT for Education · Version 1.1

> **Before you use this guide:** it is shared free, for information only, and your school remains responsible for following all laws and policies that apply to it and for reviewing every AI output. Read the **Disclaimer and terms of use** at the end.

Before you start

These seven procedures set up ChatGPT as a principal's assistant for email, scheduling and the weekly newsletter, using the free ChatGPT for Teachers plan.

Who it's for: principals, assistant principals and office managers at U.S. K–12 schools. Steps marked **(Admin)** are for whoever manages the school's ChatGPT workspace or Google/Microsoft admin.

Pick a procedure

SOP	What it fixes	Level	Data level
1	Getting the school account ready	Start	None
2	Saved assistants for parent emails and polishing your writing	Build	Yellow
3	Answers about your own email, calendar and files	Start	Yellow
4	The morning inbox scramble: briefing plus draft replies	Automate	Yellow
5	Walkthrough rotations, the Monday bulletin, meeting times	Build	Yellow

SOP	What it fixes	Level	Data level
6	The Friday newsletter, built from items collected all week	Build	Green
7	The same newsletter, using our ready-made skill	Build	Green

Start = use AI by hand. **Build** = save an assistant you reuse. **Automate** = it runs on a schedule. Data levels match the safety rules table below.

What you need

- Your school email address (for verification)
- A school Gmail/Google Calendar or Outlook account to connect
- 20 minutes for setup, then 2–5 minutes a day

Use ChatGPT for Teachers, not a personal account. It's free for verified U.S. K–12 staff (teachers, staff, school leaders) through at least June 2027 (OpenAI's announcement says June 2027; its help center now says June 2028), and what you share isn't used to train models by default. A personal free or Plus account doesn't carry those school protections.

Safety rules: what can go into AI

Green: go ahead	Yellow: school workspace only	Red: never
Newsletters, public school news	Internal staff memos	Student names with grades, discipline or health
Lesson ideas, pacing, rubrics	Parent emails, read through your connected school account	IEP, 504 or counseling details
Polishing your own writing	Schedules and calendars	Custody, family finances, tuition aid
Agendas and templates	De-identified data	Passwords or ID numbers

You review every draft before anything is sent.

Presentation walkthrough: your morning briefing in 4 steps

This is the conference demo, step by step: connect your apps, draft replies, use several apps in one request, then run it every weekday at 7:00 a.m. Each step points to the full SOP below.

Step 1: Connect your apps (2 minutes)

Click **Plugins** in the left menu and add **Gmail**, **Google Calendar** and **Google Drive** (or **Outlook Email**, **Outlook Calendar** and **SharePoint** for a Microsoft school). Full steps: SOP 3. The Teachers plan lists Google Drive and Microsoft 365 connectors; check that your email app appears.

Step 2: Generate email drafts

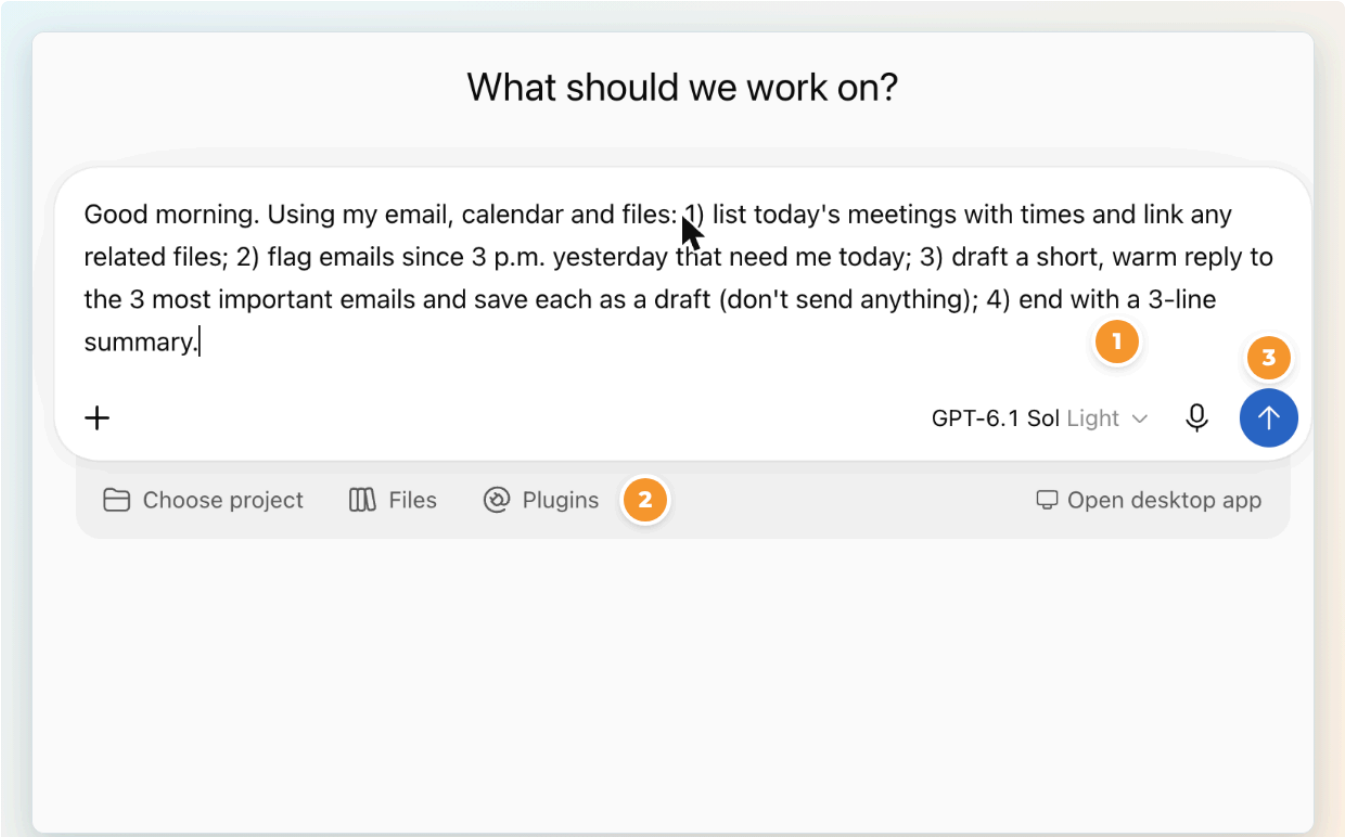
```
Look at my unread emails from the last 24 hours. For each email that needs a reply from me, draft a short, warm, professional reply. Do not send anything.
```

ChatGPT asks for your approval before it saves or sends anything in Gmail. Review each draft in your **Drafts** folder before sending.

Step 3: One prompt, several apps

Switch to **Work** at the top of ChatGPT and paste this single request, which uses email, calendar and files together:

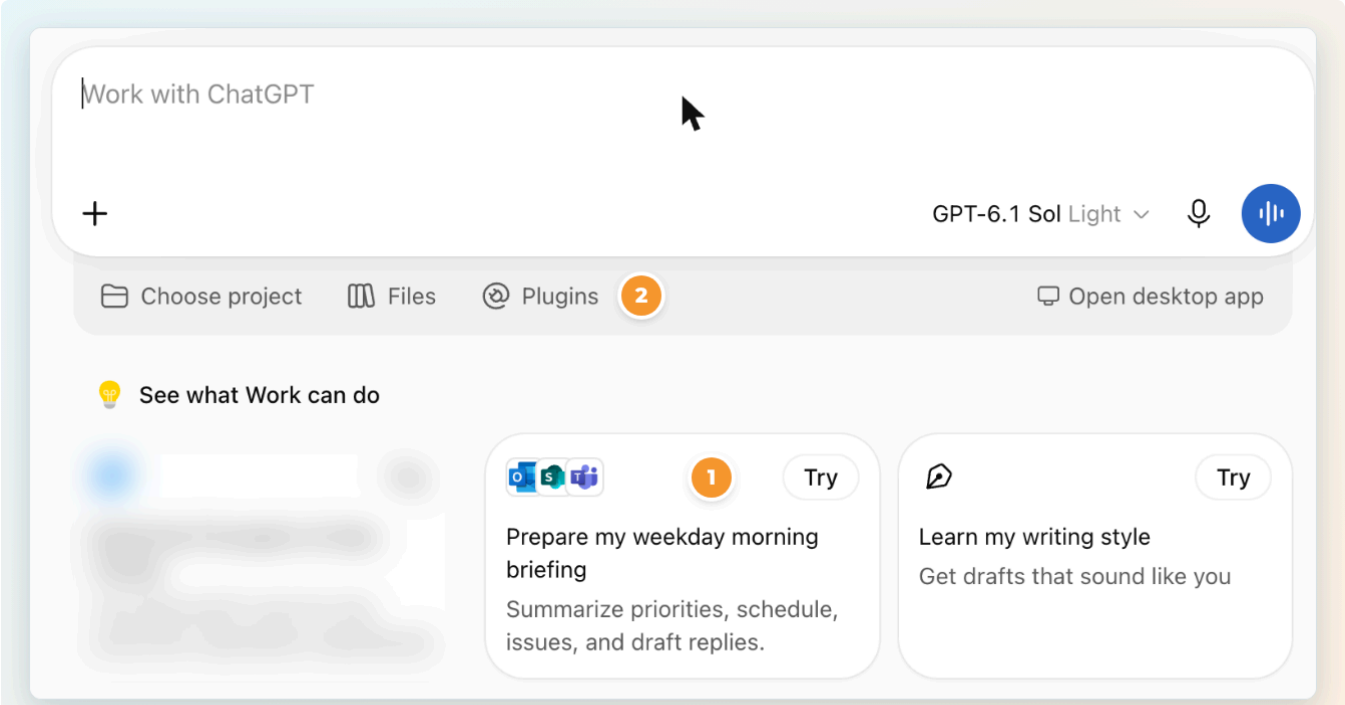
```
Good morning. Using my email, calendar and files:
1) List today's meetings with times and link any related files.
2) Flag emails since 3 p.m. yesterday that need me today.
3) Draft a short, warm reply to the 3 most important emails. Don't send anything.
4) End with a 3-line summary I can read in 30 seconds.
```



ChatGPT (Work) · One prompt using email, calendar and files

Screenshot · Nov 2026

Shortcut: the **Prepare my weekday morning briefing** card in Work mode does much of this for you.



ChatGPT (Work) · Built-in weekday morning briefing

Screenshot · Nov 2026

Step 4: Run it every weekday at 7:00 a.m.

1. Click **Scheduled** in the left menu.
2. In **Schedule a task**, type *Every weekday at 7:00 a.m.,* followed by the Step 3 prompt, and click the arrow.
3. Check it appears under **Active** and turn on notifications. Each morning, review the briefing and the drafts before sending any of them.

Full steps and a screenshot: SOP 4, Option B.

Remember: AI drafts, you decide. Nothing is sent without you.

SOP 1: Set up ChatGPT for Teachers

Each staff member verifies once with their school email and gets a free school workspace; the school can later bring everyone under one managed workspace.

Principal steps (individual)

1. Go to **chatgpt.com/k12-verification** (plan details).
2. Sign in, or create an account, using your **school email**.
3. Complete educator verification (handled by SheerID). Have your school name and role ready.
4. Create a new workspace for your school, or join the one a colleague already created.
5. Invite your office manager, assistant principal and teachers from the workspace settings.
6. If verification fails, try another browser with the same sign-in method, then contact OpenAI support from the help page.

What the Teachers plan includes (OpenAI announcement): unlimited messages with GPT-5.1 Auto, search, file uploads, image generation, connectors for Google Drive, Microsoft 365 and Canva, custom GPTs, shared projects, and settings that remember your grade level and curriculum. The announcement does not list skills or scheduled tasks, so check for them in your workspace; the Project and run-by-hand options in SOP 2 and SOP 4 work either way.

Admin steps (optional, for school-wide use)

1. The person managing the workspace claims the school's **email domain** so staff land in the same workspace.
2. Optionally set up **SSO** with Google or Microsoft.

3. Review workspace settings: who can use connectors and share GPTs.
4. Larger diocesan rollouts can ask OpenAI about ChatGPT Edu or district options.

Done when: you're signed in and the workspace name (not "Personal") shows at the top left.

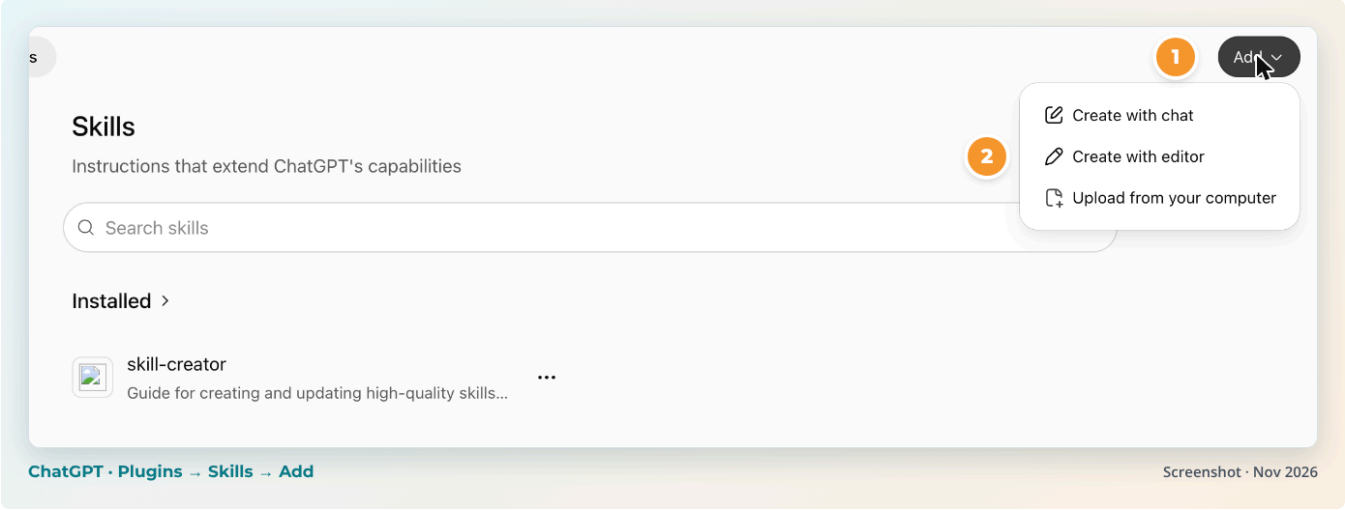
SOP 2: Create assistants from prompts (Projects or GPTs)

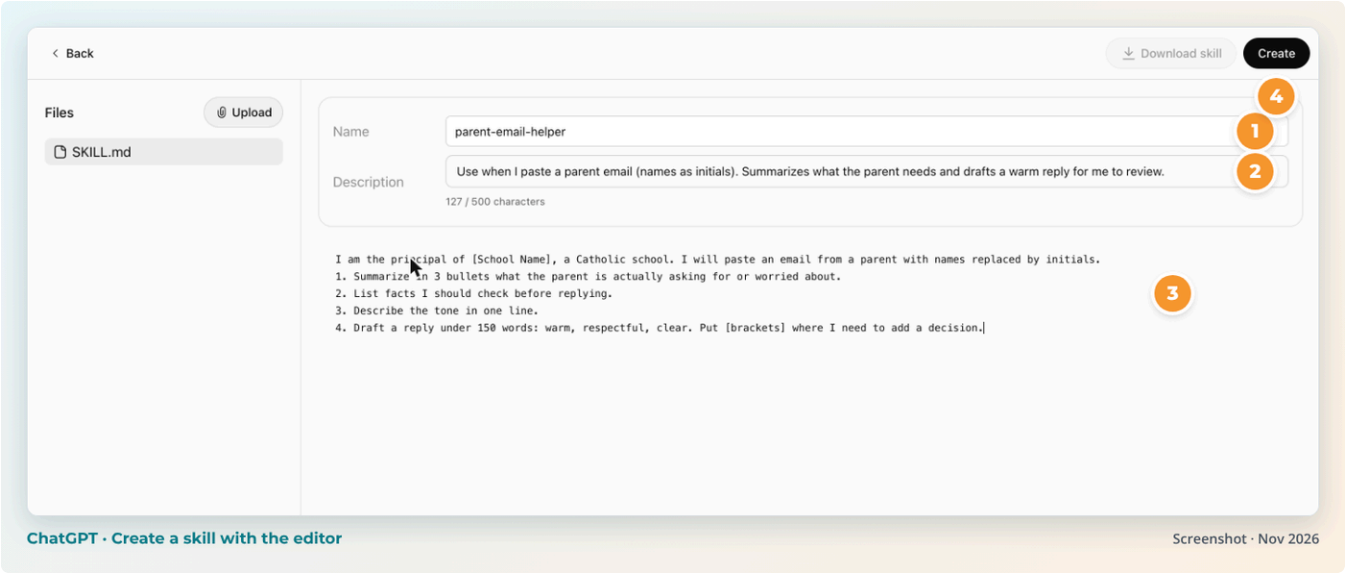
Data level: Yellow. The Parent Email Helper reads a parent's emails through your connected school account (SOP 3), so never use a personal account. Never add student records to a skill, project or GPT.

ChatGPT offers three ways to save an assistant: a **skill** (instructions ChatGPT runs automatically when your request matches), a **Project** (a private folder with its own instructions and files), or a **custom GPT** (shareable with staff). Start with a skill.

Option A: Skill (recommended)

1. Click **Plugins** in the left menu, then the **Skills** tab.
2. Click **Add → Create with editor**. (*Create with chat* builds one through conversation; *Upload from your computer* adds a skill file a colleague shared.)
3. **Name:** up to 64 lowercase letters, numbers and hyphens, e.g. *parent-email-helper*.
4. **Description:** what it does and when to use it, e.g. "Use when I ask about emails from a parent…". ChatGPT reads this to decide when to run the skill.
5. Paste the instructions below into the large box. Replace every [bracket]. Use **Upload** to add a template or writing sample (no student records).
6. Click **Create**, then test it in a new chat with a real, de-identified example.





Option B: Project (private folder)

1. In the left sidebar, click **New project** and name it, e.g. *Parent Email Helper*.
2. Open the project's settings (⋯ or gear) → **Instructions**, and paste one of the prompts below (or from SOP 5–6). Replace every [bracket].
3. Add files if useful: your newsletter template or a sample of your writing. No student records.
4. Start every new chat inside that project, and the instructions apply automatically.

Option C: custom GPT (to share with staff)

1. In the sidebar, click **GPTs → Create**.
2. Open the **Configure** tab. Enter a name, a one-line description and the **Instructions**.
3. Add files under **Knowledge** if useful, and add 1–2 conversation starters.
4. Click **Create**, and choose who can use it (only me, anyone in the workspace, or link).

Writing a good assistant prompt (any platform)

- **Role:** who it is ("communications assistant for [School Name], a Catholic school")
- **Input:** what you'll give it (notes, a parent's name to look up in your inbox, a class list)
- **Output:** the exact format, length and sections
- **Rules:** keep my voice, never invent dates, mark gaps with [CHECK], no student last names

Starter assistants in this kit

Assistant	Prompt is in
Friday Newsletter Builder	SOP 6
Morning Inbox Briefing	SOP 4
Walkthrough Planner, Calendar to Reminders	SOP 5
Parent Email Helper	Below
Write It, Then Polish It	Below

Parent Email Helper (instructions)

```
I am the principal of [School Name], a Catholic school. When I name a person, search my connected email (Gmail or Outlook) for their emails from the last [7] days and read the most recent thread.
1. Summarize in 3 bullets what they are actually asking for or worried about.
2. List facts I should check before replying.
3. Describe the tone in one line.
4. Draft a reply under 150 words: warm, respectful, clear. Acknowledge the concern, say what the school will do next, and promise nothing I haven't decided. Put [brackets] where I need to add a decision.
Never send anything. If you find no emails from that person, tell me and stop.
```

Try it. With your email connected (SOP 3), type a request like this, using a real parent's name:

```
Check my email for messages from [parent's name] in the last 7 days.
Summarize what they need and draft a reply I can review. Don't send anything.
```

Write It, Then Polish It (instructions)

```
I will paste a draft I wrote. Polish it but keep my voice and keep it no longer than my original.
- Fix grammar and make it clearer.
- Audience: parents (warm tone) or staff (direct, friendly tone). I will say which.
- Where it fits naturally, connect the message to our Catholic values in one or two sentences. Don't preach.
Show the polished version, then list the main changes.
```

Done when: the skill appears under Plugins → Skills (or the project or GPT in your sidebar) and gives a good answer on a real example.

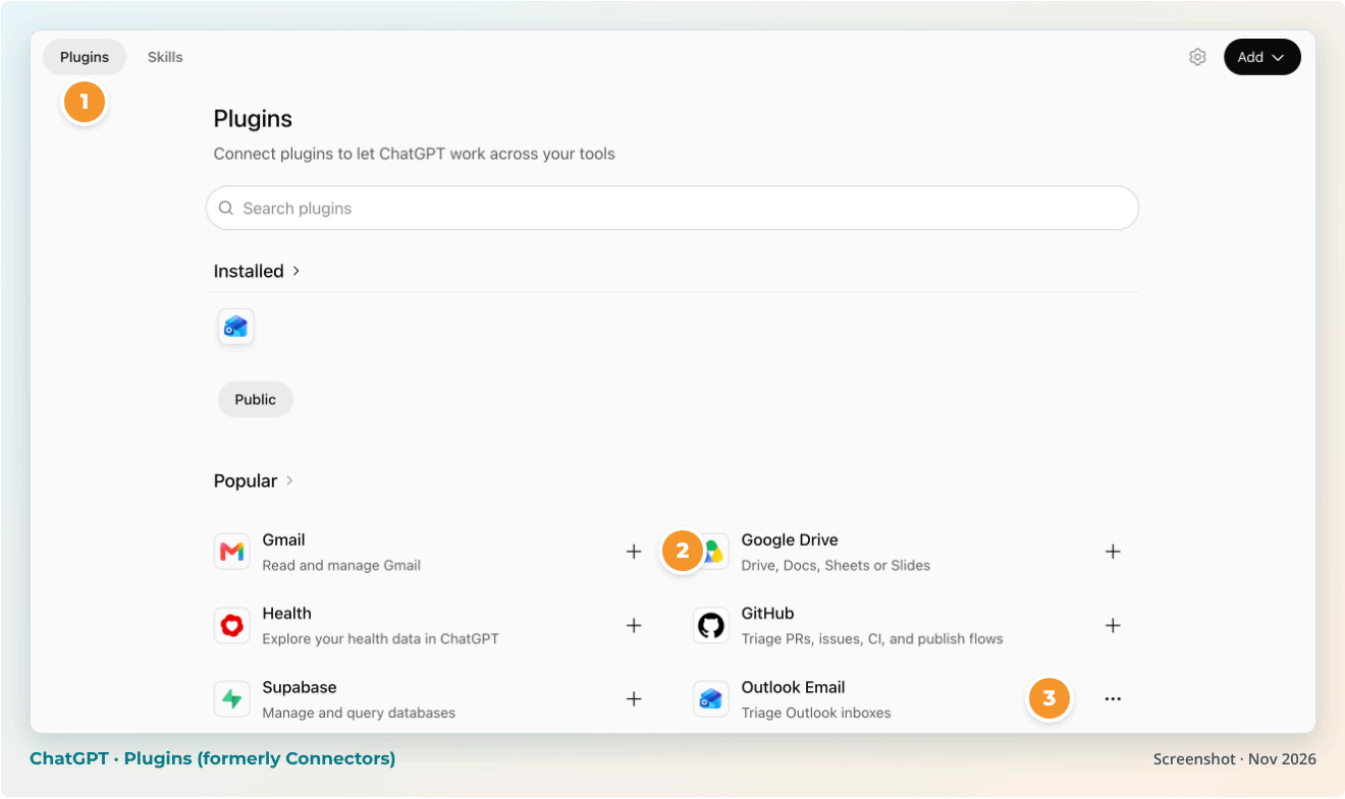
SOP 3: Connect email, calendar and files

Data level: Yellow. Connect only your school accounts, never personal ones. Don't copy IEP, health or discipline details from your mail into other chats.

Plugins (formerly called Connectors) let ChatGPT search and summarize your own mail, calendar and files. They're mainly for reading and drafting; review everything before you send it yourself.

Connect your apps

1. Click **Plugins** in ChatGPT's left menu.
2. Pick your school's system and click **+** next to each app:
   - **Google school:** Gmail, Google Drive, Google Calendar
   - **Microsoft school:** Outlook Email, Outlook Calendar, SharePoint, Teams
3. Sign in with your **school** account, review the permissions and approve. Connected apps then appear under **Installed**.
4. See "admin approval required"? Your Google or Microsoft admin must allow ChatGPT as an app **(Admin)**, and the workspace manager may need to allow plugins.



Use them in a chat

1. Start a chat, click **+** and choose the connector (or just ask; ChatGPT picks the right one).
2. Ask your question in plain words.

Try these first

```
Find the email I sent the PTO president about the fall festival in September.
```

```
What's on my calendar this week, and where are the gaps longer than 30 minutes?
```

```
Find the newest version of the faculty handbook in my Drive and list the dress code rules.
```

Done when: ChatGPT answers a question about your own inbox correctly.

SOP 4: Daily briefing

Data level: Yellow. The briefing reads your school inbox and only drafts replies. You review and send each one yourself.

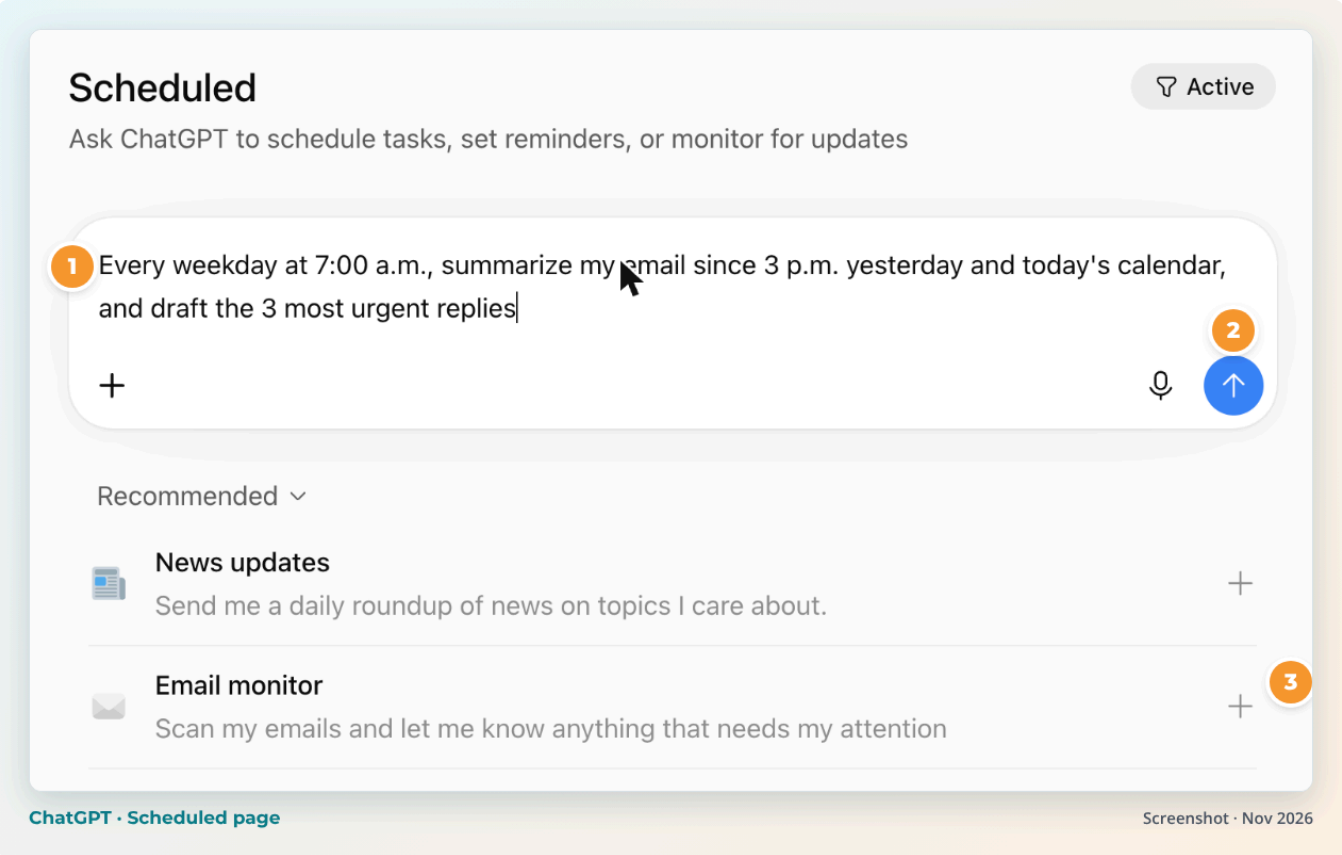
A scheduled task can deliver your morning briefing every weekday from your connected email and calendar. You still decide what gets answered.

Option A: run it by hand (works for everyone)

1. At 7:15 a.m., open ChatGPT (with email and calendar connected, SOP 3).
2. Paste the briefing prompt below.
3. Copy the 3 suggested drafts into your email, edit them, and schedule them for 8:00 a.m.

Option B: make it automatic (scheduled task)

1. Click **Scheduled** in ChatGPT's left menu.
2. In **Schedule a task**, type *Every weekday at 7:00 a.m.,* followed by the briefing prompt below, then click the arrow.
3. The task appears under **Active**, where you can edit, pause or delete it. Turn on push or email notifications so you know when it's ready.
4. Want only urgent emails flagged? Start from the **Email monitor** suggestion instead.



ChatGPT · Scheduled page

Screenshot · Nov 2026

Briefing prompt

```
[1] YOUR ROLE
You are my principal assistant. I am the principal of [School Name]. My time
with teachers and students matters most, so protect it. Put school
operations, people, student needs, family communication, deadlines, and risk
ahead of low-value administrative noise.

[2] WHERE TO LOOK
Every morning at 7:00 AM, review:
- My email inbox (Gmail or Outlook) for the last 24 hours
- My calendar for today and the next 7 days
Ignore vendor marketing, newsletters, promotions, and sales outreach unless
they require a deliberate school decision.

[3] WHAT TO INCLUDE
Deliver a clear, scannable School Principal Morning Briefing with:
1. Top priorities: rank the most urgent and important items, explain why each
matters today, and state the next action.
2. Pending tasks: tasks, commitments, deadlines, and unanswered questions
from emails and meetings.
3. New issues: student/family, staffing, safety, facilities, compliance,
financial, or reputational issues that need my attention.
4. Today's schedule: meetings and events, preparation needed, conflicts, and
decisions or follow-ups that should result.
5. Upcoming holidays and key dates in the next 7 days.
6. Suggested delegation: what can be handed off and to which role (assistant
principal, front office, counselor/student services, HR,
operations/facilities, business office, or another role clearly named in the
source).
7. Draft replies: short, ready-to-review drafts only for messages that need a
response today.

[4] YOUR LIMITS
- Draft and suggest, but do not send, delete, move, accept, or change
anything.
- Show the source for every item (sender + subject, or calendar event +
time).
- Do not invent names, roles, or responsibilities that the source material
does not support. If something is unclear, say so.
```

Done when: you've used the briefing for 5 school days and adjusted the prompt (e.g., "shorter," "skip newsletters").

SOP 5: General scheduling

Data level: Yellow. Teacher names, rooms and schedules are fine. Leave student names out of rotations and checklists.

Three reusable assistants cover the recurring scheduling work: walkthrough rotations, a Monday staff bulletin from the calendar, and finding meeting times.

5a. Walkthrough Planner (save as a Project or GPT)

```
Create a 2-week classroom walkthrough rotation.
Classes: [grade, teacher, room for each class]
Visit [2] classes per grade per week, [15] minutes each, only between
[times]. Avoid [lunch, specials, Mass].
Don't visit any room twice until every room has been visited once.
OUTPUT
1) A table by day and time.
2) A one-page printable checklist per visit: date, teacher, focus (learning
objective posted, student engagement, Catholic identity visible), notes line.
```

Ask for *a .docx of the checklist* to print it. Ask for *an .ics calendar file of these visits* and open it to add them to your calendar in one step.

5b. Calendar to Reminders (weekly)

```
Look at my calendar for the next two weeks.
Write 1) a Monday staff bulletin: what's happening each day and what staff
need to prepare; 2) a short reminder for families, only for events that
affect parents.
Don't add events that aren't on the calendar. If a time or place is missing,
write [CHECK].
```

To automate: add *Run this every Monday at 6:30 a.m.* (scheduled task, SOP 4). If the calendar isn't connected, paste the events instead.

5c. Find a meeting time

```
Find three 30-minute slots next week when I'm free between 8:00 a.m. and 3:00
p.m., avoiding Mass on Friday morning.
```

Then send the invite from your own calendar after checking attendees' availability.

Done when: this week's walkthroughs are on your calendar and the Monday bulletin is drafted.

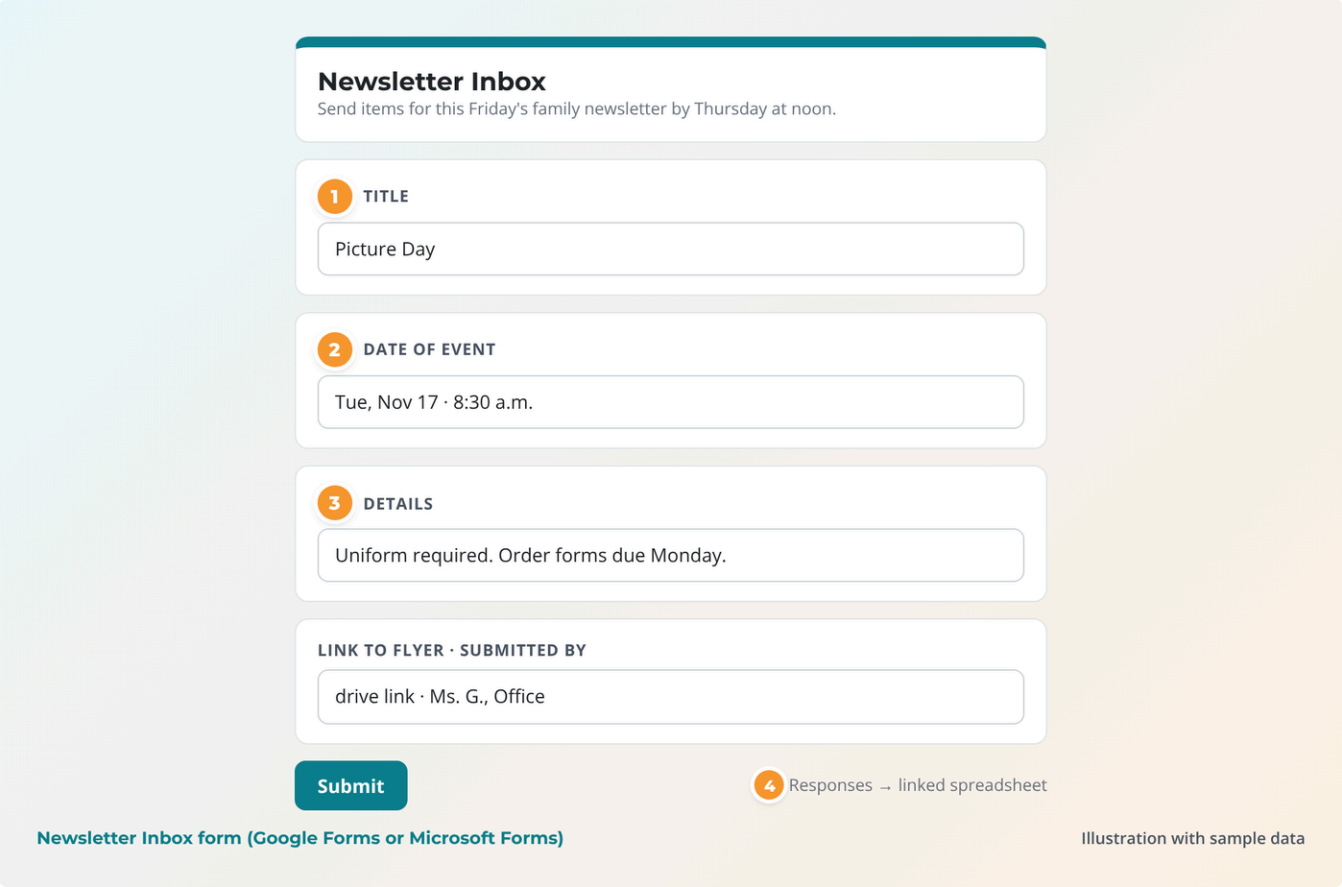
SOP 6: Weekly newsletter

Data level: Green. Newsletter content is public school news. Use first names only for student shout-outs, and follow your school's photo and permission policy.

Items collected all week plus one saved project turn the Friday-morning scramble into a 10-minute review on Thursday afternoon.

Step 1: Collect items all week (one-time setup)

1. Create a **Newsletter Inbox** form in Google Forms or Microsoft Forms with fields: Title, Date of event, Details, Link to flyer, Submitted by.
2. Link responses to a Google Sheet or Excel file.
3. Share the form link with staff. Add your own items during the week.



Newsletter Inbox form (Google Forms or Microsoft Forms)

Illustration with sample data

Step 2: Create the Newsletter Builder project (one time)

Follow SOP 2 and paste these instructions. Upload last year's best newsletter as a project file so it learns your format.

```
You are the communications assistant for [School Name], a Catholic school.
Each week I will give you rough notes, pasted form responses, photos of
flyers, or a voice-memo transcript. Turn them into our family newsletter.
FORMAT
1. Greeting (2-3 sentences). Reflect our Catholic faith naturally when it
fits: the liturgical season, a saint of the week, or a short Scripture verse.
2. "This Week at [School Name]": short highlights.
3. "Coming Up": a dated list (day, date, event, what families need to do).
4. "Reminders and Notices": forms, picture day, dress code, etc.
5. A short blessing, then my name and title.
RULES
- One page. Plain, warm language for busy parents. Keep my voice.
- Never invent dates, times, prices or details. If something is missing,
write [CHECK] and list your questions at the end.
- No student last names or private information.
AFTER THE NEWSLETTER ALSO GIVE ME
a) A 3-line version for staff.
b) If I ask, a translation for families (keep dates and names exactly as
written).
```

Practice first with sample notes. No real items yet? Paste these fictional notes to see how it works. The book fair has no times on purpose, so you'll see a [CHECK] question.

```
Riverside Prep: newsletter notes, week of Nov 16 (fictional practice sample)
- Picture day moved to Thursday, Nov 19, 8:30 a.m. Full uniform.
- 5th grade food drive for the parish pantry. Canned goods by Friday, Nov 20.
- No school Wednesday to Friday, Nov 25-27 (Thanksgiving).
- Advent Mass for families Monday, Nov 30, 9:00 a.m., in the church.
- Shout-out: Mrs. R's 3rd grade read 1,000 books this quarter!
- Book fair in the library Dec 2-4. Cash or card.
```

Step 3: Build it each week (Thursday, 10 minutes)

1. Open a new chat inside the Newsletter Builder project.
2. Paste the week's form rows (or, with Drive connected, ask it to read the sheet), add rough notes, and attach photos of paper flyers. You can also use voice mode and just talk.
3. Answer every [CHECK] question.
4. Ask for changes in plain words: *shorter*, *warmer opening*, *move picture day to the top*.
5. Copy into your newsletter template, proofread once, and schedule it for Friday.

Already write it yourself? Use *Write It, Then Polish It* (SOP 2): you write, ChatGPT only cleans it up.

Done when: one newsletter has gone out with the project's help and you've noted what to change in the instructions.

SOP 7: Generate the newsletter with the IT for Education skill

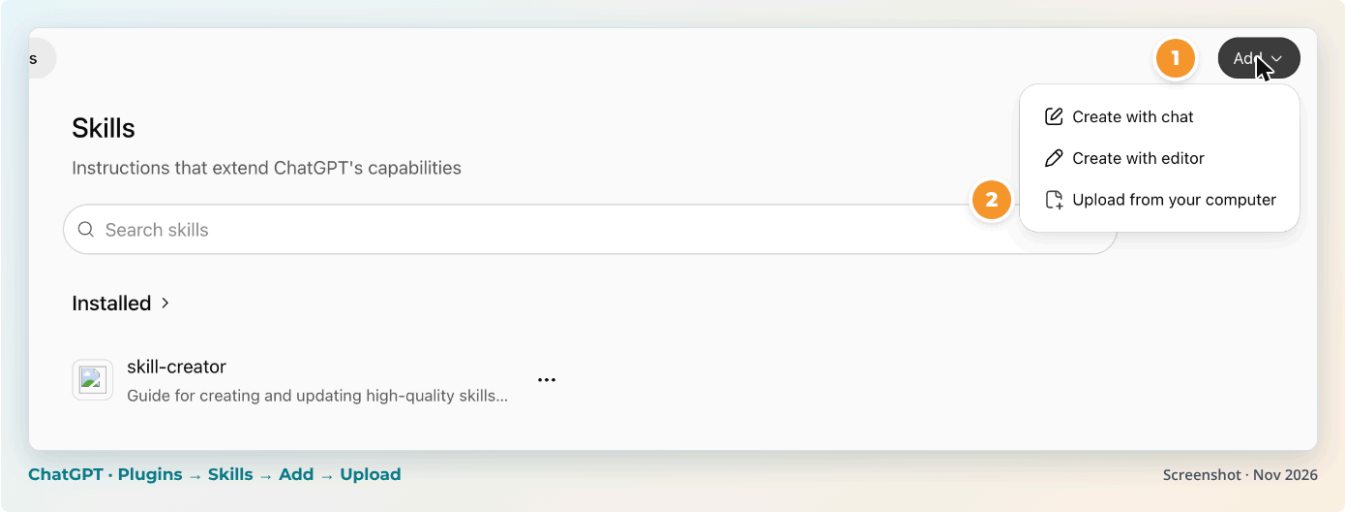
Data level: Green. Same rules as SOP 6: public school news, no student last names or private family details.

Instead of building the Newsletter Builder yourself (SOP 6, Step 2), you can upload the ready-made skill IT for Education built and tested. It takes about 5 minutes once, then each newsletter starts from one request.

Download: Newsletter Generator skill file. Save it to your computer as it is; don't unzip it.

Install it (one time)

1. In ChatGPT, click **Plugins** in the left menu, then the **Skills** tab.
2. Click **Add → Upload from your computer** and choose the file you downloaded.
3. The skill appears under **Installed**. Open it to read the instructions and update anything specific to your school (name, tone, sections).



No Skills tab? The Teachers plan may not include skills yet. Unzip the file, open **SKILL.md**, and paste its text (below the top block of settings) into a Project's instructions (SOP 2, Option B).

Generate this week's newsletter

1. Start a new chat (or open the project).

2. Type *Create this week's family newsletter* and add the week's items: paste your Newsletter Inbox responses (SOP 6), type rough notes, or attach photos of paper flyers. ChatGPT runs the skill because your request matches its description.
3. Answer any questions it asks, and fix every item marked [CHECK].
4. Read the whole draft. Check each date, time, name and price against your calendar before sending.
5. Copy it into your newsletter email or template and schedule it.

Example request. This is the request we use in the demo. Copy it and swap in your own items:

```
Generate this week's newsletter @weekly newsletter generator chatgpt

Faith & Community
1. Thanksgiving Food Drive: Bring canned goods and non-perishables through
Friday, Nov 20. Everything goes to the parish food pantry. The class that
collects the most wins a pizza party.
2. All-School Mass: Wednesday at 9:00 a.m. The 5th grade leads the liturgy.
Parents are welcome.
3. Advent begins Nov 29: Each family will get an Advent prayer calendar in
their child's folder next week.

Academics
4. Science Fair registration: 6th-8th grade project proposals are due Dec 4.
Forms are on the school website.
5. Spelling Bee winners: Congratulations to our classroom winners. They go on
to the school bee on Dec 10.
6. MAP testing complete: Fall results will go home with report cards.

Student Life
7. Student Council: Thank you to everyone who voted. Meet your new officers
on page 2.
8. Basketball tryouts: Boys' and girls' tryouts are Monday and Tuesday, 3:15-
4:30 p.m., in the gym. Students need a signed physical form.
9. Spirit Day Friday: Students may wear jeans with their school spirit shirt
for a $1 donation to the food drive.

Important Dates & Reminders
10. No school Nov 25-27: Thanksgiving break. Classes resume Monday, Nov 30.
11. Early dismissal Tuesday, Nov 24: Dismissal is at 12:30 p.m. There is no
after-care that day.
12. Lost & Found: Unclaimed items will be donated on Nov 24. Please check the
```

```
table by the front office.
13. Carpool reminder: Please stay in your car and keep the drop-off lane
moving. Thank you for your patience!

Thank You
14. Volunteer shout-out: Thank you to the HSA parents who organized last
week's Fall Festival. It raised $4,200 for new library books.
```

Done when: the skill shows under Plugins → Skills (or in your project) and you've produced and reviewed one newsletter with it.

Troubleshooting and sources

Problem	Fix
Verification error	Try another browser with the same account and sign-in method; then contact OpenAI support.
"Admin approval required" when connecting Gmail or Outlook	Your Google or Microsoft admin must allow ChatGPT as an app.
Plugin missing from the Plugins page	The workspace manager may have turned connectors off.
Scheduled task can't see project files	Tasks don't read project files; put the key rules in the task prompt itself.
Output too long or not your voice	Upload a sample of your writing to the project and say "keep under one page."

Screens and menu names change often. Screenshots in this guide come from a ChatGPT Plus account; ChatGPT for Teachers menus may differ slightly. Check against the sources below before each training.

Sources (checked Nov 4, 2026)

- ChatGPT for Teachers (OpenAI Help Center)
- A free version of ChatGPT built for teachers (OpenAI)
- ChatGPT for Teachers review, Oct 2026 (Educators Technology)
- How to enable ChatGPT connectors (BYU)

- ChatGPT scheduled tasks (iTechGuides)

Next step: a free AI Readiness Assessment

Attended FCAC 2026? Your school's AI Readiness Assessment from IT for Education is complimentary. We review which AI tools your staff already use, how your accounts and data settings are configured, and where your policies have gaps. You get a report with clear next steps.

Book it: call 305-403-7582 or visit itforedu.com.

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Last updated: November 13, 2026

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Each school, district, diocese, or educational organization is solely responsible for evaluating, approving, configuring, and supervising its use of artificial intelligence technologies.

Before implementing any recommended tool, integration, automation, or workflow, users should obtain all necessary institutional approvals and verify compliance with applicable laws, contractual obligations, internal policies, and technology requirements.

3. Student privacy and confidential information

Schools must protect student, family, employee, and institutional information.

Do not upload, disclose, or connect personally identifiable student information, educational records, health information, special education records, disciplinary information, financial records, credentials, or other confidential information to an AI

service unless the institution has expressly authorized the specific use, established appropriate contractual and technical safeguards, and verified compliance with applicable requirements.

Relevant requirements may include FERPA, COPPA, CIPA, applicable state privacy laws, and institutional or diocesan policies, depending on the circumstances.

4. Human oversight and decision-making

Artificial intelligence systems can generate inaccurate, incomplete, biased, misleading, or inappropriate content.

All AI-generated materials must be reviewed by an appropriately authorized person before being communicated, published, or used.

AI outputs must not serve as the sole basis for consequential decisions involving students, employees, admissions, discipline, special education, safety, or other matters affecting individual rights or opportunities.

5. Third-party platforms and services

Google Gemini, Microsoft Copilot, ChatGPT, Claude, and other referenced technologies are independent third-party services governed by their respective terms, privacy policies, licensing arrangements, and security practices.

Features, availability, pricing, data-handling practices, and administrative controls may change without notice.

IT for Education is not affiliated with, sponsored by, or endorsed by these providers. References to their products, trademarks, and screenshots are for identification and instructional purposes only.

6. No professional service relationship

Accessing, downloading, or using this free guide does not establish a consulting, technical support, cybersecurity, legal advisory, or other professional service relationship with IT for Education.

Any implementation, configuration, consulting, training, or ongoing support services provided by IT for Education are subject to a separate written agreement.

7. Limitation of liability

To the maximum extent permitted by applicable law, IT for Education disclaims liability for losses, damages, security incidents, data disclosures, regulatory violations, operational disruptions, or other consequences resulting from the use of or reliance upon these

materials or the third-party services described.

Nothing in this disclaimer excludes or limits liability that cannot lawfully be excluded or limited.

8. Accuracy and updates

Instructions and screenshots reflect product interfaces available as of November 2026. AI services change frequently, and users should verify current instructions, security settings, licensing requirements, and product capabilities through official vendor documentation.

IT for Education may update these materials without prior notice.

9. Information entered in this guide

The interactive version of this guide saves your school name and checkmarks only in your own web browser. This information is not sent to IT for Education or anyone else, and clearing your browser data removes it.

10. Connected accounts and automated tasks

Connecting an email account, calendar, or file storage to an AI service gives that service ongoing access to the connected information under the provider's terms. Schools should have their technology administrator approve each connection and review its permissions before staff connect accounts.

Scheduled and automated tasks run without a person watching. Users should review every result and pause or remove any task that is no longer needed or no longer works as expected.

11. Not for emergencies

AI tools can miss, misread, or misjudge urgent messages. They must never replace the school's safety, emergency, incident-reporting, or mandatory-reporting procedures, and must not be relied on to detect situations that require immediate action.

12. Staff use only

The tools and setups in this guide are intended for adult school staff. They are not designed for students and should not be configured on student accounts. Each provider's age requirements and eligibility rules apply.

13. Downloadable files

Downloadable files, such as skill files and templates, are provided "as is." The school's technology administrator should review each file before it is installed and decide whether uploads and skills are allowed in the school's accounts.

14. Sample content

Schools, people, and events in examples and practice materials, including "Riverside Prep," are fictional and included only for demonstration. Any resemblance to actual persons or organizations is coincidental.

15. Complimentary assessment offer

The complimentary AI Readiness Assessment is offered without any obligation to purchase services. It is subject to availability and scheduling capacity, and IT for Education may change or end the offer at any time.

16. Independent review

Schools are encouraged to consult their administrators, technology leadership, privacy officers, and legal counsel before implementing AI systems involving institutional or personal data.

Need help? IT for Education · 305-403-7582 · itforedu.com. Screenshots taken Nov 2026; the newsletter form is an illustration. Your screen may look slightly different.