



AI • KAIROS
AI Kairos Learning Lab

Free AI Literacy Starter Pack

Printer-friendly resources for learning, teaching, and talking about AI with purpose.

| Inside this pack | |
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| FOCUS Framework Reference | One-page reference for writing clear AI prompts using the AI Kairos FOCUS framework. |
| READY Framework Reference | One-page reference for evaluating AI use with the AI Kairos READY framework. |
| READY Lesson Plans for Adults and Parents | Full lesson and mini-lessons that help adults practice AI evaluation and model responsible use. |
| AI Glossary Master List | A 44-term professional reference for AI literacy vocabulary. |
| School AI Policy Template | A customizable K-12 policy starter that supports responsible, transparent AI use. |
| Pre/Post Assessment | Two assessment versions for Grades 1-6 and Grades 7-12. |

FOCUS at a glance

Write clear AI prompts.

| Letter | Meaning |
|----------|----------------------------------|
| F | Function: what you want AI to do |
| O | Objective: the goal or success |
| C | Context: the background AI needs |
| U | User & Tone: audience and voice |
| S | Specifics: limits and format |

READY at a glance

Evaluate AI output.

| Letter | Meaning |
|----------|-------------------------------------|
| R | Recognize AI all around you |
| E | Evaluate outputs |
| A | Apply skills you have learned |
| D | Develop more skills |
| Y | You are in charge of how you use AI |

You are the thinker. AI is the tool.