

This policy aims to guide the responsible, ethical, and safe use of Artificial Intelligence (AI) technologies in our school. AI should be employed to support and enrich the learning experience, promote student, and staff well-being, and enhance administrative functions while aligning with our educational goals and values.

## **Principles for AI Use**

1. Human-Centered Approach: AI should augment human intelligence, not replace it, ensuring that all AI use begins and ends with human insight.
2. Equity and Inclusivity: AI tools must cater to diverse learning needs and backgrounds, ensuring equitable access for all students.
3. Privacy and Security: AI-driven data collection must adhere to local data protection regulations and community standards.
4. Academic Integrity: AI should be used to support learning and not to undermine the integrity of student work.

## **Support Provided**

The school will provide education and awareness programs to ensure that students and staff understand the capabilities and limitations of AI.

Resources will be available to guide appropriate and responsible AI use, including lessons and materials on digital literacy and ethics.

## **Permitted Use**

AI can be used as a tool for research, to generate ideas, and to assist with learning, provided it is done transparently and with proper attribution.

Teachers may use AI as a personal tutor or study aid to prepare students for assessments, with clear guidelines on when and how it can be used.

The best practices for teachers to educate students about the appropriate use of AI tools include:

- Clarifying the appropriate and inappropriate uses of AI tools within the context of assignments and assessments.
- Integrating discussions on the ethical use of AI, including potential biases and limitations of AI tools, into the curriculum.
- Providing clear guidelines on when and how AI can be used, with varying levels of permissiveness depending on the assignment.
- Encouraging critical thinking and verification of information generated by AI tools.
- Educating students on data privacy and the importance of not sharing personal information with AI systems.
- Offering professional development for teachers to effectively integrate AI tools into their teaching.
- Ensuring that AI use aligns with educational goals, such as supporting student agencies and promoting critical thinking.
- Teaching students about the responsible use of AI, including recognizing and reporting misinformation.
- Including safety cautions about sharing personal data with AI bots and using them to invade others' privacy.
- Reminding students to attribute AI text and images properly when used in their own work.

### **The steps students can take to ensure they are using AI tools ethically include:**

Understanding the specific class policies for AI tools, including when and how they can be used for coursework or assessments.

1. Recognizing the importance of academic integrity by properly citing any AI tools used in their work.
2. Being aware of the limitations of AI and fact-checking AI-generated information with reliable sources.
3. Respecting privacy and data security by not entering confidential information into unauthorized AI tools.
4. Engaging in educational activities that promote AI literacy, such as ethical debates and discussions on AI's societal impacts.
5. Reporting any misuse of AI tools to the appropriate authorities or school officials.
6. Reviewing and adhering to the school's academic honesty policies, which may include guidelines on the use of AI for research and assignments.
7. Being critical consumers of AI, using the tools as aids rather than replacements for their own work and decision-making.
8. Participating in the school's AI-use education programs to stay informed about responsible AI practices.
9. Ensuring their use of AI tools aligns with respect, inclusivity, and academic integrity.

By following these steps, students can navigate the ethical use of AI tools in their educational pursuits responsibly.

## **Prohibited Use**

1. Entering personal, sensitive, or confidential data into any AI system without proper authorization is strictly prohibited.
2. Using AI to complete assignments or assessments where it is not allowed or to plagiarize work is forbidden.

## **Potential Consequences for Ignoring the Policy**

Violations of this policy may be considered an ethics violation and will be aligned with our plagiarism policies. Consequences will be clearly laid out and may include warnings, educational remediation, or more severe disciplinary actions depending on the nature of the infraction. The consequences for students who violate the AI use policy can include:

- Facing penalties such as a reduction in grade, failure of the assignment or assessment, or even failure of the course.
- Disciplinary action includes revocation of credit for the assignment and other sanctions as described for plagiarism in the school's academic honesty policy.
- Suspension or expulsion from the educational institution.
- Permanent transcript notation.
- Being subject to existing procedures related to potential violations of the Academic Integrity Policy (if appropriate).
- Imposition of significant penalties for low-energy or unreflective reuse of material generated by AI tools, including assigning zero points for merely reproducing the output from AI tools.

Students need to be aware of the academic integrity policy and take the necessary steps to ensure that their use of AI-based tools complies with this policy. Violations are taken seriously and can have long-term academic and professional consequences.

This policy will be reviewed regularly to ensure it remains relevant and effective in the face of evolving AI technologies and educational practices.