

AI Use Policy

At this school, we are working to become learners who are:

- Inquirers who ask strong questions
- Thinkers who solve problems
- Principled learners who act with honesty
- Communicators who explain ideas clearly
- Open-minded learners who consider different perspectives
- Reflective learners who think about how they learn

AI can be a powerful tool, but your thinking matters most. This policy explains how to use it correctly.

1. Your thinking comes first.

AI can support your learning, but it cannot replace your own thinking.

You are expected to:

- Try the task yourself first.
- Use AI only when it is allowed.
- Make your own decisions.
- Explain your ideas in your own words.
- Show your process.
- Be able to explain anything you turn in.

School Rule: If you cannot explain it, you should not submit it as your own work.

2. AI use levels for each assignment

While the school does not allow the use of generative AI (using AI to produce your work), your teacher will determine the level of AI use allowed. Levels allowed will include: none, AI for help (definitions, deeper explanations), AI for feedback (revision, spelling and grammar check), and AI for creating (topic generating, designing a model or investigation. This level requires an explanation of how AI was used.)

3. What you can use AI for will be determined by your teachers.

This could include:

- Understanding ideas: explaining a concept in simpler words, giving examples, and helping with vocabulary
- Supporting questions: brainstorming and organizing ideas or notes
- Improving communication: checking grammar and spelling and editing writing for organization and flow

4. What you can never use AI for

- Copy and paste an answer and turn it in as your own.
- Have AI complete a whole assignment
- Use AI on a quiz, test, or assignment
- Submit an AI-made graph or image without saying it came from AI
- Complete a project you do not understand
- Pretend AI-created work is your own
- Avoid thinking, reading, writing, designing, or explaining

Remember: if AI creates the answer for you, that is not your own work.

5. Academic Integrity Means Honesty

What it means: Academic integrity is acting with honesty, fairness, and responsibility in your work. Your work shows your own thinking. You cite sources that are not your own. You are honest about when and how you used AI.

6. Protect Privacy and Safety

Never enter private information into an AI tool.

Do not share:

- Passwords, home addresses, or phone numbers
- Private family information or medical information
- Student names or personal information about another person.

Only use AI tools approved by the school and your teacher.

7. What happens if AI is misused?

If there is a concern that your work is not your own, you may be asked to

- Explain your work, show notes, draft, or process
- Redo part of the assignment with teacher/school supervision
- Complete the entire assignment again under teacher/school supervision

Work that is not your own cannot be accepted as your final work. The goal is to protect fairness and help you learn with integrity.