

Sample AI Policy

This comprehensive AI Policy is crafted to guide the school community in the responsible integration of Artificial Intelligence (AI) into the educational landscape. For our context, AI refers both to generative AI tools (like Chat GPT) as well as other AI enabled learning tools.

Our purpose is to create a framework that ensures the ethical use of AI, aligning with our commitment to data privacy and protection.

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Protection

Keeping our community safe

2

Provision

Adopting tools to enhance learning

3

Participation

Ensuring access to AI tools and voice in decision making

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Student AI Use

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School Staff AI Use

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Academic Integrity and Citation



- 1.1 Third-Party AI Tools:** The school is dedicated to ensuring the safe and responsible use of AI, aligning with our stringent [data privacy policies](#). All AI tools will undergo thorough vetting to meet these standards. The school's approved list of AI tools should always be consulted. Unauthorized AI tools might not adhere to our data privacy standards.
- 1.2 Data Collection:** Parents, guardians, and students will be informed of specific data collection initiatives, and where applicable, consent will be sought. All AI-driven data collection will adhere to local data protection regulations and best practices.
- 1.3 Personal Information:** Staff and students should never input personal, sensitive, or confidential data into any AI system without prior authorization, including any data related to student education records.
- 1.4 Safety & Respect:** Users must not use AI tools to create or propagate harmful, misleading, or inappropriate content. (Note: This is also reflected in our student code of conduct)

Current list of approved AI tools:

Toddle AI	<ul style="list-style-type: none">• Curriculum Planning and Personalization• Student Engagement Tracking• Formative Assessment and Feedback• Collaboration Facilitation• Parent-Teacher Communication Enhancement• Learning Analytics for Educators
ChatGPT 3.5	<ul style="list-style-type: none">• Natural Language Processing for Writing Assistance• Conversational Learning and Q&A Sessions• Language Translation Support• Creative Writing and Story Generation
Turnitin	<ul style="list-style-type: none">• Plagiarism Detection and Academic Integrity Assurance• Feedback and Revision Suggestions• Citation Analysis and Source Verification



Provision

02

- 2.1 Access to AI:** We believe in providing access to tools that support learning. Ongoing professional development for teachers will be prioritized to keep them updated on the latest AI tools and best practices.
- 2.2 Bias and Misinformation:** Be aware that AI-generated content may possess biases or inaccuracies. Always verify AI-produced results using trusted sources before considering them in academic work. To address bias, regular training sessions for educators and leaders involved in selecting or using AI tools will be implemented.
- 2.3 AI Output Review:** Always review and critically assess outputs from AI tools before submission or dissemination. Staff and students should never rely solely on AI-generated content without review. Decisions about students will ultimately be made by educators to ensure fairness.



Participation

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- 3.1 AI Committee:** Our school AI Committee is composed of students, families, teachers, and school leaders. This committee will facilitate open dialogues, ensuring diverse perspectives are considered in the adoption of new technology tools.
- 3.2 Surveys and Feedback:** Periodic surveys and feedback mechanisms will be implemented to assess the impact of AI tools, informing data-driven decisions.
- 3.3 Learning and Upskilling:** All stakeholders, including students, families, teachers, and school leaders, will be invited to workshops focused on AI tools. These sessions will allow stakeholders to voice concerns and actively contribute to the decision-making process.



Student AI Use

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- 4.1 AI Literacy:** To equip students with the skills needed to navigate the AI landscape, we will implement a K-12 AI Literacy program. This program will not only address the technical aspects of interacting with AI tools but also foster critical thinking about the ethical implications of AI in their academic pursuits.
- 4.2 Proper Use:** AI tools will be used for educational purposes only. Misuse or malicious use of AI technologies will lead to disciplinary action. Students under the age of 13 will not be permitted to use AI tools independently, without parent consent.
- 4.3 Assignments:** Teachers are responsible for clarifying appropriate or prohibited uses of AI tools. Teachers might allow the limited use of generative AI on entire assignments or parts of assignments. They should articulate why they do not allow its use in other assignments or parts of assignments. Any use of AI to aid assignments, projects, or research must be declared.
- 4.4 Assessments:** AI tools may be used as a tutor or studying assistant to prepare for assessments, such as exams or quizzes, but not in the context of completing exams or quizzes unless explicitly stated.



School Staff AI Use

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- 5.1 Generative AI Use:** The academic staff is permitted to use Generative AI tools (ChatGPT) for lesson planning, resource, and assessment creation. When using AI tools, all personal student data must be minimized and anonymized. AI tools may be used for writing report card comments with the expectation that final comments are personalized by the leading teacher.



6.1 Citations: Any AI-generated content used in assignments must be appropriately cited; its use must be disclosed and explained. As part of the disclosure, students may choose to cite their use of an AI system using one of the following resources:

- [MLA Style - Generative AI](#)
- [APA Style - ChatGPT](#)
- [Chicago Style - Generative AI](#)

6.2 Plagiarism: AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. Those who fail to cite properly will be subject to consequences outlined in the school's academic integrity policy.

6.3 Use of AI Detection Tools: At present, technologies that claim to detect content developed by generative AI are not sufficiently accurate to make reliable determinations of cheating and plagiarism. Therefore, while some teachers might use such systems to inform the feedback they provide to students about improving their writing, we discourage reliance on these systems to determine responsibility in cases where plagiarism is suspected.

This policy represents our commitment to navigating the evolving landscape of AI education, with a focus on protection, provision, participation, transparency, and academic integrity. It will be periodically reviewed and updated to align with emerging best practices and technological advancements.