UWC Costa Rica AI Policy Guide

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# 1. Introduction

This internal policy guide outlines the ethical and pedagogical use of Artificial Intelligence (AI) at UWC Costa Rica. In alignment with the UWC mission to unite people, nations, and cultures for peace and a sustainable future, this guide promotes the responsible, inclusive, and value-driven integration of AI into our academic, administrative, and co-curricular life.

# 2. The UWC AI Levels of Use

To support clarity in expectations, UWC Costa Rica adopts a 5-level AI usage scale adapted from Perkins, Furze, Roe & MacVaugh (2024). These levels provide structure for both students and staff when determining appropriate use of AI in assessments and tasks.

### 2.0.1 Level 1: No AI

The assessment is completed entirely without AI assistance in a controlled environment.  
**You must not use AI at any point during the assessment. You must demonstrate your core skills and knowledge.**

### 2.0.2 Level 2: AI Planning

AI may be used for pre-task activities such as brainstorming or outlining.  
**You may use AI for planning, idea development, and research. Final submissions must show how you refined these ideas independently.**

### 2.0.3 Level 3: AI Collaboration

AI may help generate or revise work, but students must critically evaluate and edit all AI-generated content.  
**You may use AI for drafting or feedback but must demonstrate human judgment and authorship.**

### 2.0.4 Level 4: Full AI

AI may be used extensively, with students directing it to meet assessment goals.  
**You may use AI throughout your task but must still showcase independent understanding and critical thinking.**

### 2.0.5 Level 5: AI Exploration

AI is used as a creative partner, enabling co-designed tasks and novel approaches.  
**You should use AI innovatively to solve problems or co-create with your instructor.**

*Source: Perkins, Furze, Roe & MacVaugh (2024). Retrieved from* [*https://leonfurze.com/2024/08/28/updating-the-ai-assessment-scale/*](https://leonfurze.com/2024/08/28/updating-the-ai-assessment-scale/)

# 3. Departmental SOPs for AI Integration

## 3.1 Academic Team

* All assessments must state the permitted AI level from the scale above.
* Teachers are responsible for guiding students in when and how to cite AI tools.
* Assignments should be periodically updated to emphasize personal engagement, critical thinking, and voice.
* Teachers co-lead the rollout of AI pedagogy and modeling ethical use in the classroom.

## 3.2 Human Resources

* HR defines which roles or responsibilities may involve AI use and ensures clear expectations are communicated.
* Collaborates with team leads to define ethical parameters for AI usage in job functions.
* Maintains records of AI tool authorizations and ensures compliance with institutional expectations.
* Participates in the AI Committee and co-leads staff onboarding and training on AI policy.

## 3.3 Co-Curricular Team

* Encourages exploratory AI use in service, arts, clubs, and student leadership — always aligned with the 5-level scale.
* Facilitates student understanding of AI as a creative tool in projects and initiatives.
* Provides safe platforms and support for AI-enhanced presentations, event design, or outreach.
* Co-leads sessions on AI ethics for student leadership groups and affinity groups.

## 3.4 Administration Team

* Uses AI to support administrative functions like scheduling, translation, data organization, and communication.
* Responsible for ensuring that data privacy and institutional values are upheld in all operational AI systems.
* Leads internal audits of AI tools for transparency, security, and sustainability.
* Serves as an example of responsible AI use to model for the community how automation can enhance—not replace—human leadership.

# 4. Oversight and Implementation

* A **UWC AI Committee** will be established, consisting of representatives from all departments and student leadership.
* This committee will be trained first and then cascade knowledge to each team.
* The policy is a living document and will be updated annually based on feedback, use cases, and evolving global practices.
* Aligned with UWC International’s AI Policy (2024) and Costa Rica’s National AI Strategy (MICITT, 2024).

# 5. References

* United World Colleges (2024). *UWC Policy on the Use of Artificial Intelligence*.
* Ministerio de Ciencia, Innovación, Tecnología y Telecomunicaciones (MICITT). (2024). *National Artificial Intelligence Strategy of Costa Rica 2024–2027*.
* Perkins, Furze, Roe & MacVaugh (2024). *The AI Assessment Scale*. <https://leonfurze.com/2024/08/28/updating-the-ai-assessment-scale/>