

AI Use Policy

How we use artificial intelligence (AI) tools in our class: when it helps us learn, and when we do the thinking ourselves.

Teacher	[Teacher Name]	Course	[Course / Grade]
School	[School Name]	School year	[20__–20__]

Why we have this policy

AI chatbots and writing tools can explain ideas, give feedback and help us organize our thinking. Used well, they help us learn. Used poorly, they skip the thinking that school is for, and they can be wrong while sounding sure. In this class, we use AI as a learning tool, we check its work, and we are always honest about how we used it.

The AI Levels

Every assignment will be labeled with an AI Level. If you are not sure which level applies, the answer is Level 0 until you ask me.

Level	What it means	Examples
0 No AI	Do this on your own. No AI tools at all.	Tests and quizzes, in-class work, journals, exit tickets
1 AI for Ideas	Use AI to brainstorm or ask questions. Everything you turn in is your own work.	Brainstorming project topics, thinking of questions to explore, getting started on an idea
2 AI as a Tutor	Use AI to explain concepts or give feedback. Write every answer yourself.	Explaining a concept you are stuck on, practice questions, reviewing before a test
3 AI as an Assistant	Use AI to help edit, organize or check your work. Tell me how you used it.	Checking grammar and spelling, organizing your work, formatting a presentation
4 AI as a Partner	Use AI fully as directed. Check its accuracy and explain how you used it.	Projects about AI itself, checking AI answers for mistakes, assigned AI explorations

AI in our schoolwork

Task	Usual level	Rules
Classwork	0	Do in-class work on your own unless I say otherwise.
Homework and practice	2	Use AI as a tutor to explain, not to give you answers to copy.
Writing assignments	1–3	Your ideas and sentences must be your own. AI may give feedback on a draft you wrote.
Projects and presentations	1–3	Your ideas and work must be your own. AI may help you brainstorm and organize.
Research	1–3	Find real sources and cite them, not the AI. Check that every fact and source is real.
Editing and proofreading	3	AI may suggest fixes. Accept only changes you understand.

Task	Usual level	Rules
Studying for tests	2	AI can quiz you and explain topics you are unsure about.
Tests and quizzes	0	No AI, unless I say otherwise.

[Teacher: change any level above to match your class. Apply required IEP and 504 accommodations when setting an assignment's level, and offer an equivalent non-AI option for students who do not use AI tools.]

Rules that always apply

- **Do your own thinking.** Turning in work made by AI as your own is never allowed.
- **CHECK before you trust AI.** Compare with a reliable source, Hunt for real sources, Explain it yourself, Consider bias, and Know your AI Level. AI can sound sure and still be wrong.
- **Be honest.** When you use AI, say so with an AI Use Statement (below).
- **Protect your privacy.** Never enter your full name, address, photos, grades or anyone else's personal information into an AI tool.
- **Use approved tools.** Levels 1–4 apply only to school-approved, age-appropriate tools: [list your school-approved tools].
- **You are responsible.** Your name on the work means you understand it and can explain it without AI.

How to tell me you used AI

Add this AI Use Statement at the end of any assignment where you used AI:

AI Use Statement

I used [tool] for [permitted purpose]. I reviewed or changed [specific output] and verified [facts or sources].

At Level 0, write: "I did not use AI on this assignment."

Example: I used our school-approved AI tool for vocabulary practice questions. I answered them myself, and verified the definitions in our class notes.

If AI is used beyond what is allowed

Using AI beyond an assignment's level, or not disclosing it, is handled through [School Name]'s existing academic integrity process: [policy name or link].

Mistakes are part of learning. If you are ever unsure, ask me before you use AI, and you will never be in trouble for asking.

Before you trust AI, CHECK:

C Compare with a reliable source

H Hunt for real sources

E Explain it yourself

C Consider bias

K Know your AI Level

The AI Levels are inspired by five-level frameworks such as the AI Assessment Scale (Furze, Perkins, Roe & MacVaugh).