ARTIFICIAL INTELLIGENCE USE POLICY FOR STUDENTS

Excel Academy Charter Schools and its programs ("EACS" or the "Charter School") recognize the transformative potential of artificial intelligence (AI) in education. To ensure responsible and ethical use of AI tools by students, the following policy outlines the principles, permitted use, steps for ethical use, and consequences for violations.

Guiding Principles:

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. Excel Academy Charter Schools upholds the following principles for AI use in education for students:

1. Transparency: Students must comprehend both the capabilities and limitations of the AI tools they engage with.
2. Academic Integrity: AI should be used to support learning and not to undermine the integrity of student work.
3. Equity: EACS is committed to utilizing AI technologies in a manner that fosters equity and impartiality among all users, and holds these standards to students as well.
4. Accountability: Students are responsible for their actions when utilizing AI tools, and acknowledging the potential consequences that may ensue. These principles collectively underpin a culture of responsible and ethical AI use within our educational community.

Support Provided:

EACS Teachers are committed to educating students about the responsible use of AI, which include the following objectives:

- 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.
- 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 agency and promoting critical thinking.

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- 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.

Permitted Use:

1. Educational Purposes Only: AI tools may only be used for educational activities, such as research, learning enrichment, and skill development.
2. Approved Platforms: Students must use only approved AI platforms and tools provided by Excel Academy Charter Schools. EACS students should consult with their Teacher if they are unsure of appropriate platforms to use for specific educational activities.

Steps to Ensure Ethical Use:

Students at Excel Academy Charter Schools are encouraged to engage in critical thinking when utilizing AI tools, rigorously evaluating the validity and potential biases of the output and recommendations generated, as well as fact-checking AI-generated information with reliable sources. Ensuring data integrity is crucial, requiring that all data entered into AI systems is accurate, relevant, and obtained ethically. It is essential to uphold intellectual property rights and privacy regulations. It is essential that students obtain informed consent from individuals before utilizing AI tools that may collect, analyze, or process their personal data. Additionally, students are empowered to report any ethical concerns or issues related to the use of AI tools promptly to teachers or school administrators, fostering a culture of transparency and accountability within our educational community. It is essential for students to review and adhere to the school's academic honesty policies, including guidelines on the use of AI for research and assignments. Students should approach AI as aids rather than replacements for their own work and decision-making, being critical consumers of AI.

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.

3. AI tools must not be used to impersonate individuals or organizations, in a misleading or malicious manner, or to generate content that is unlawful, harmful, or offensive.

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4. AI-generated content should not be considered a substitute for pupil effort or original work. Students are required to put in their own effort to understand the material and produce unique content.

5. Students must not submit or otherwise publicize school materials using AI tools. Such materials include (but are not limited to): past papers, textbooks, worksheets, curriculum materials, pastoral information, and other school materials.

Use of AI tools and data/content created using such tools must comply with the following policies: Prevention of Bullying and Unkindness Policy, Behaviour Policy and Acceptable Use Agreement.

Consequences for Violating 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:

1. Warning: Initial violations may result in a verbal or written warning, depending on the severity of the infraction.
2. Loss of Privileges: Continued violations may lead to the loss of access to AI tools or platforms for a specified period.
3. Disciplinary Action: Severe violations of the AI use policy may result in the student receiving a Progress Improvement Notification or Behavior Improvement Notification, in accordance with Excel Academy Charter Schools' disciplinary procedures.