
ARTIFICIAL INTELLIGENCE USE POLICY FOR STUDENTS

Excel Academy Charter Schools and its programs (“EACS” or the “Charter School”) recognize the potential both positively and negatively 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 educational goals and values. Excel Academy Charter Schools upholds the following guiding principles for AI use in education for students:

1. **Academic Integrity:** AI should be used to support learning and not to undermine the integrity of student work.
2. **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 may include the following objectives and strategies:

- Clarify the appropriate and inappropriate uses of AI tools within the context of student work products.
- Integrate discussions on the ethical use of AI, including potential biases and limitations of AI tools.
- Provide clear guidelines on when and how AI can be used depending on the assignment.
- Encourage critical thinking and verify accuracy of any information generated by AI tools.
- Educate students on data privacy and the importance of not sharing personal information with AI systems.
- Ensure that AI use aligns with educational goals, such as supporting student agency and promoting critical thinking.
- Teach students about the responsible use of AI, including recognizing and reporting misinformation.
- Provide safety cautions about sharing personal data with AI bots and using them to invade others' privacy.
- Instruct students how to cite appropriate sources for all text and images used in writing.

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Permitted Use:

1. Educational Purposes Only

Steps to Ensure Ethical Use:

- AI tools may only be used for educational activities, such as research, learning enrichment, and skill development. Students should approach AI as aids rather than replacements for their own work and decision-making.
- 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.
- 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.
- It is essential to uphold intellectual property rights and privacy regulations.
- 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.

Prohibited Use:

1. Using AI to complete assignments or assessments where it is not allowed or to plagiarize work is forbidden.
2. 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, offensive, and/or against any Excel Academy policies.
3. AI-generated content should not be used as a substitute for pupil effort or original work. Students are required to use their own efforts to understand the material and produce unique content.
4. Students must not submit or otherwise publish school materials using AI tools. Such materials include (but are not limited to): past papers, textbooks, worksheets, curriculum materials, and other school materials.

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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, Academic and Integrity Policy.

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:

Process for Addressing Incidents of Inappropriate AI Usage

First incident:

If a student is suspected of utilizing AI inappropriately in any course:

The student will receive a warning.

The family will be notified of the warning.

The student and family will receive educational tools for appropriate AI usage.

Second incident:

If a student is suspected of utilizing AI inappropriately in any course for a second time:

- The ToR will utilize the AI approved check to verify AI usage.
- If verified, student will receive an initial F/zero on the assignment in question. The student will be required to redo the assignment by the following Learning Period meeting for a new grade which will be at the teacher's discretion.
- The ToR will consult with school administration.
- A plan will be created to help the student learn about AI usage and how to utilize it appropriately in the future.
- Student must review materials on academic integrity as assigned by the ToR.
- Student will be issued a BIP if the incident is deemed intentional.

Third incident:

If a student is suspected of utilizing AI inappropriately in any course for a third time:

- The ToR will utilize the AI approved check to verify AI usage.
- If confirmed, the student will receive an F/zero on the assignment. The student will correct the mistake without a grade increase. The zero for the assignment will remain.
- A meeting with the ToR, parent, and school administration will be scheduled to explain the severity of the issue, to provide additional support, and to warn the student that they

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will be required to retake the course with a passing grade to receive credit for the course if this occurs again.

- Student will be issued a BIP if this is a second occurrence of either plagiarism or academic dishonesty.

Fourth incident:

If a student is suspected of utilizing AI inappropriately in any course for a fourth time:

- The ToR will utilize the AI approved check to verify AI usage.
 1. A meeting with the ToR, parent, and school administration will be scheduled.
 2. The student may be subject to discipline in accordance with applicable due process provisions in accordance with the relevant charter petition, which is available upon request.
 3. A meeting with the ToR, parent, and school administration will be scheduled to explain the severity of the issue, to provide additional support, and to warn student that they are in jeopardy of being involuntarily withdrawn from the school.
 4. The student will be issued a BIP if this is a fourth occurrence of inappropriate AI usage
 - a. Students in grades TK-6: These offenses will be dealt with on a case-by-case manner.
 - b. Students in 7th and 8th grade: MTSS supports will be required and individualized based on the student's curriculum and needs.