

The American School in London

Artificial Intelligence (AI) Policy

The current version of any policy, procedure, protocol or guideline is the version held on the ASL website. It is the responsibility of all employees to ensure that they are following the most up-to-date version.

Responsible party	Director of Technology
Approved by	Director of Safeguarding and Compliance
Approval date	August 2023
Next review date	February 2024

Objectives

Artificial intelligence (AI) refers to computer systems that can perform tasks that typically require human intelligence such as learning from data, recognizing patterns, adapting to new situations. AI tools use special computer methods, like learning from examples and understanding language, to help with different tasks and support people in many different areas.

The American School in London (ASL) recognizes the benefits of AI in enhancing teaching and learning and this AI policy forms the foundation for behavior for using generative AI tools. This policy must be adhered to alongside other school documents including the Personnel Responsible Use Agreements. This policy applies to employees, contractors, substitute teachers, athletics coaches, casual workers, trustees, temps and volunteers who may be employed or engaged by the School to work on its behalf in any capacity.

- Users must never enter private or confidential information into AI tools.
- Users must always comply with the terms of service stipulated by the AI tools, including age and location restrictions.
- Teachers should seek guidance from technology coordinators and librarians before using new AI tools with students in their classroom.

Ethical use of AI

Users are expected to act ethically. They must not use AI in harmful, discriminatory, or misleading acts or processes. Since AI results may include hallucinations (errors), users are expected to verify content elsewhere

so that false information is not spread. Users must acknowledge, attribute or cite AI when used in any aspect of teaching and learning.

Students may not use AI tools for school:

- For coursework without the permission of their course teacher
- If they do not meet age or location requirements
- To write their homework or class assignments, where AI-generated content is presented as their own work

ASL considers any unattributed use of AI-generated text or imagery to be a breach of academic integrity and will follow the Level II behavioral Infractions as set out in the Student Code of Conduct.

Teaching and learning with AI

Teachers must set clear expectations for students about the use of AI tools in their classes. When AI is chosen for a class, assignment or process, teachers are expected to address safe, ethical, and effective use before asking students to use AI tools independently.

Teachers of middle and high school students must also include an AI statement on their course page (MS) or course syllabi (HS) that describes the acceptable level of student use for the class, assignment or process. Below are examples of approaches to AI tools in classrooms that MS and HS teachers can choose to include and build on:

(When content-generating AI use is encouraged broadly)

Students are encouraged to use AI tools in this course. They must identify and cite any writing, text, or media generated by AI and are responsible for verifying the accuracy of the generated content. Failure to acknowledge the AI-generated contributions will be treated as academic misconduct.

(When content-generating AI is allowed for specific assignments)

AI tools will be encouraged for certain assignments. Students are responsible for the accuracy of the content including AI-generated citations and must explain how AI tools informed their process and product. Failure to acknowledge the AI-generated contributions will be treated as academic misconduct.

(When content-generating AI use is allowed for building background)

Students may use AI tools to help prepare for assignments and projects (e.g., to help with reading comprehension, brainstorming, concept development, iterations of an idea, etc.). Students must explain how AI tools informed their process and are responsible for the accuracy of the ideas that are used. Failure to acknowledge the AI-generated contributions will be treated as academic misconduct.

(When content-generating AI is not allowed)

This course assumes that all work submitted by a student will be generated by the student or as part of an assigned group. Any substantive portion of an assignment done by someone else, including AI-generated content will be treated as academic misconduct.