

SMCHS ARTIFICIAL INTELLIGENCE (AI) POLICY 2024-2025

At Santa Margarita Catholic High School, we recognize the transformative potential of Artificial Intelligence (AI) in enhancing the educational experience. When used responsibly, AI can support learning, promote critical thinking, and facilitate the creation of original work.

Our policy aims to provide guidelines for ethical use of AI, aligning with our charism values and maintaining the highest standards of academic integrity. We are dedicated to nurturing well-rounded individuals who embody Caritas Christi – the love of Christ – in every aspect of their lives

Policy Updates and Resources:

AI is a rapidly evolving field, and we are dedicated to continually refining our approach to ensure it aligns with our mission and values while safeguarding the user and communal experience. This page contains the latest policy updates and resources for students and parents, including more specific departmental guidelines as they are defined by our educators and administration.

Definition of Generative AI

Generative AI refers to technology that can create content, including text, images, audio, and video, based on input data. Examples include tools like ChatGPT, Copilot, DALL-E, and similar AI models.

Use of AI in Coursework

- **Instructor Guidance:** Instructors may prohibit, manage, or encourage the use of AI technologies depending on the course and assignment. Students should always follow their teacher's specific instructions and guidelines regarding AI usage in each class and assignment.
- **Clarification on AI usage:** When in doubt, students should never assume the acceptability of AI use in any assignment or task. They should always seek direct guidance and clarification from their instructor. This ensures that their use of AI aligns with the specific expectations and guidelines of each course.
- **AI Student Approach:** The primary goal of AI integration should be to deepen understanding and develop essential skills, rather than merely completing assignments. AI should complement, not replace, fundamental academic abilities such as reading, analysis, comprehension, and a student's own critical thinking.

Examples of Unacceptable AI Use:

- **Unattributed Use:** Copying AI-generated content without proper citation.

Undermining Learning Objectives: The use of AI to bypass the intent of coursework, such as having AI complete coursework, bypass necessary steps like reading or analysis, or simply provide answers without the student actively engaging

with or understanding the material, is strictly prohibited. These practices undermine the purpose of coursework and hinder the student's learning and development of critical thinking skills.

- **Unauthorized Use:** Using AI when expressly forbidden by the teacher.

Academic Integrity and AI: Students should never represent work they did not produce as their own, including work generated or materially modified by AI. Using generative AI in a way that violates an instructor's policy or completing coursework in a way not expressly permitted will be considered a violation of Academic Integrity.

- **Citation of AI-generated Content:** Students must properly cite any AI-generated content used in their work, including text, images, videos, audio, or code. This applies whether the AI was used for final output, brainstorming, or research. Such content must be clearly indicated as AI-generated and cited according to the instructor's specified style.

Citing AI Sources and Contributions:

- Descriptive format (as per instructor guidelines): In a note or appendix, briefly explain how AI was used to support your work. For example: "ChatGPT was used to brainstorm initial ideas for this essay's structure."
- Citing ChatGPT in MLA format
- Citing ChatGPT using APA style
- Citing ChatGPT using Chicago style

Responsibility and Accountability for AI Use

- **Content Responsibility:** Students are responsible for any inaccurate, biased, offensive, or unethical content they submit, regardless of its origin. AI models can include incorrect information, fake citations, and inaccurate outputs. Using AI does not absolve students of responsibility for the content they submit.

Therefore, students are strongly encouraged to verify and check all sources used in their work, whether those sources come from AI-generated content or traditional research methods.

- **Suspected Improper Use:** If a teacher suspects a student submitted AI-generated content improperly, they will evaluate the case by considering factors such as the student's previous work, using AI detection tools, and checking the student's understanding. The teacher may

involve a member of the Dean's Office staff for collaboration, evidence review, and decision-making, as well as enforcing consequences for improper AI use when necessary.

- **Prohibition of Unauthorized Depictions:** Students are strictly prohibited from using generative AI to create images, videos, audio clips, or other content depicting any individual or their likeness without their explicit permission.

This policy aligns with our Catholic teaching that every person is made in the image and likeness of God, deserving of dignity and respect. Additionally, apart from violating the student conduct code, creating and distributing deepfakes can result in severe legal consequences, including defamation, invasion of privacy, and potential criminal charges under state and federal laws.

Consequences for AI Policy Violations

- Non-compliance with these guidelines constitutes a violation of the Academic Integrity policy and/or the student conduct code, which carries significant consequences as outlined in the student handbook.
- This policy will be updated regularly to reflect advancements in AI technology and best practices for its use in education. If you have any questions, please consult with your teacher or the school administration.

Updates

Please note that policies governing the use of AI models in student work must evolve to reflect advancements in the field. These policies will be updated regularly to remain effective in guiding students towards ethical and responsible use of AI technology.