



FCIS AI Policies for Evaluations

For schools and/or team members looking to use Generative AI in the self-study or reporting process, keep these three things in mind:

Finding Balance—Schools and teams must find a balance, ensuring that generative human thought is not overshadowed by AI input. This holistic approach is key to the effective use of Generative AI.

Minimizing Risk—Schools and teams must ensure that Generative AI does not expose confidential details about the school and involved individuals.

Leveraging Opportunities—Schools and teams are welcome to find ways to use Generative AI to enhance productivity and produce elevated work products.

For Schools:

All FCIS schools should have AI policies for faculty, staff, and students. FCIS expects self-study coordinators and collaborators to follow their school's AI policies when constructing the self-study. If the school has no policies, see the guidelines for team members below.

For Teams:

While teams should not rely on Generative AI to write the Visiting Committee Report, there are two roles AI can play during an FCIS Evaluation Visit:

Assistant: AI can assist the team in writing and editing more quickly. For example, if you have notes from a team meeting with the school's faculty, you might ask a Generative AI product (such as ChatGPT) to use those notes to create a draft narrative. You may also write a draft and then use an AI product (such as Grammarly) to help edit it.

Thought Partner: Generative AI may be used to brainstorm ideas. For example, you might ask AI to “generate a set of questions for an independent, not-for-profit school struggling with fundraising” or “draft a set of recommendations based on the following bullet points.”

When inputting data into Generative AI, **teams and schools should NEVER disclose information about the school being evaluated**, such as –

- The name of the school (i.e. “XYZ Academy”)
- The name of a person (i.e. “College Counselor Travis Smith”)
- Identifying details (i.e. “A Jewish Day School located at 3322 West Main Street”)

Teams must also refrain from uploading documents from the school’s self-study.

Finally, **under no circumstances should Generative AI results be directly cut and pasted into the FCIS Accreditation Portal**. Any AI work product should be carefully edited and reviewed for clarity, conciseness, and consistency. The final Visiting Committee Report should have one voice that accurately reflects the Visiting Committee’s thoughts and ideas.