



Pinewood GenAI Framework

Reviewed August 2024



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PINEWOOD
AMERICAN INTERNATIONAL SCHOOL

Pinewood Framework on The Use of Generative Artificial Intelligence (AI)

At Pinewood we are committed to fostering an educational environment that embraces the ethical use of technology while enhancing the learning experience for all our students. As AI tools become increasingly commonplace, this framework aims to help students and teachers utilize these technologies responsibly and effectively.

Ethical Use of AI

The ethical use of AI is a cornerstone of our framework. Generative AI tools should be utilized in an ethical and responsible manner to enhance students' learning, rather than to bypass it. We recognize the importance of respecting the rights and privacy of all individuals while integrating AI into our educational practices.

Students are informed about the ethical implications of using AI tools, emphasizing the necessity of acknowledging the ideas and work of others through proper citation and attribution. Plagiarism and the incorporation of falsified information are strictly prohibited and carry significant consequences.



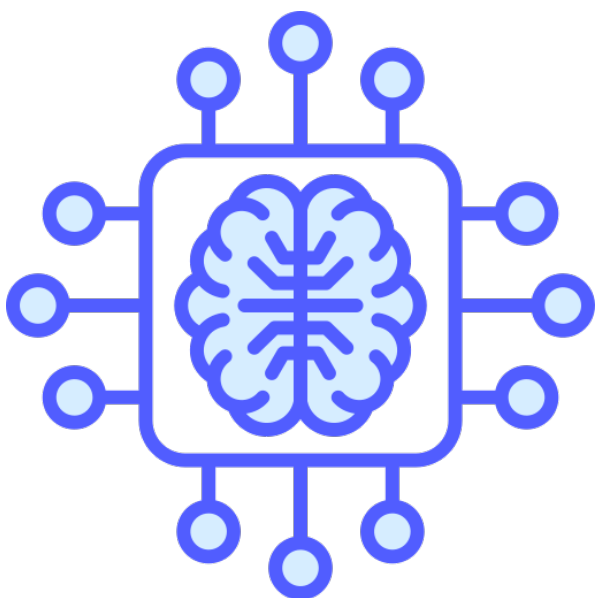
Enhancing the Educational Experience

AI has the potential to significantly enhance the educational experience by providing personalized learning opportunities. Teachers are encouraged to integrate AI into their practices to create a more engaging and effective learning environment. For example, AI can help tailor educational content to meet individual student needs, making learning more accessible and impactful. However, we also caution students about the limitations of AI-generated content, which can often be repetitive and formulaic.

Instead, students are guided to use AI tools as aids in their research and learning processes, rather than relying on them to complete tasks outright. Students may use generative AI tools as supplementary aids to explore potential topics, conduct preliminary searches for information, verify their understanding of complex materials, or review their writing for grammar and tone.

Still, students are expected to engage directly with primary and secondary sources, conduct their own analysis and synthesis of evidence, and independently determine how to effectively communicate their ideas in both written and oral presentations.

For precise instructions on the use of AI in various contexts, such as summarizing and interpreting sources, synthesizing ideas, and outlining papers, the school adopts the **AP Capstone Policy on the Use of Generative Artificial Intelligence (AI)**, which can be found [HERE](#).



Put simply, students need to have in mind the following clear rules:

Appropriate Uses for AI Tools

- To brainstorm and explore potential topics.
- To conduct initial searches and find information sources.
- To verify your understanding of complex material.
- To check your writing for grammar and style.

Student Responsibilities

- Dive deeply into credible and reliable sources.
- Include a range of perspectives in your work.
- Complete check-ins with your teacher to prove your active engagement with your assignments.

Where AI Tools Should Not Be Used

- You should read original and secondary sources yourself.
- You must analyze and synthesize the evidence on your own.
- You need to decide how best to present your ideas in your writing and presentations.

Regulation

The following **traffic light system** will be implemented to regulate the use of AI platforms for course assignments:

Green Light:

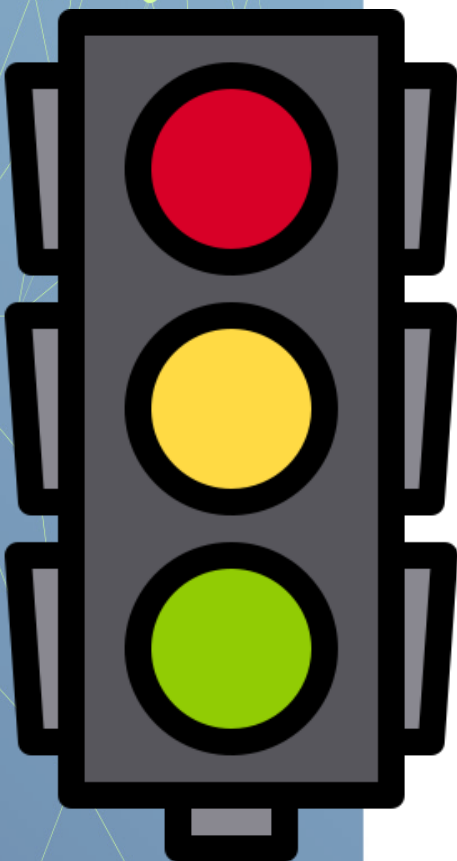
- When an assignment is marked **green**, teachers permit the use of AI. However, AI tools cannot be used to generate the final work on behalf of students, as this is a breach of academic integrity.
- Students **must cite** AI outputs properly by using the recommended documentation style in their field.
- Students may be asked to acknowledge their use of AI by submitting screenshots of the prompts they used to interact with AI platforms.

Yellow Light:

- Assignments marked **yellow** in the traffic light system mean teachers will specify in the assessment guidelines how AI can be used.
- Students unsure about AI usage should consult their teachers. In the yellow system, AI **cannot** generate any content or sources.
- Similar to the green light, students **must document** their AI use with proper citations and may be asked to provide screenshots of prompts.

Red Light:

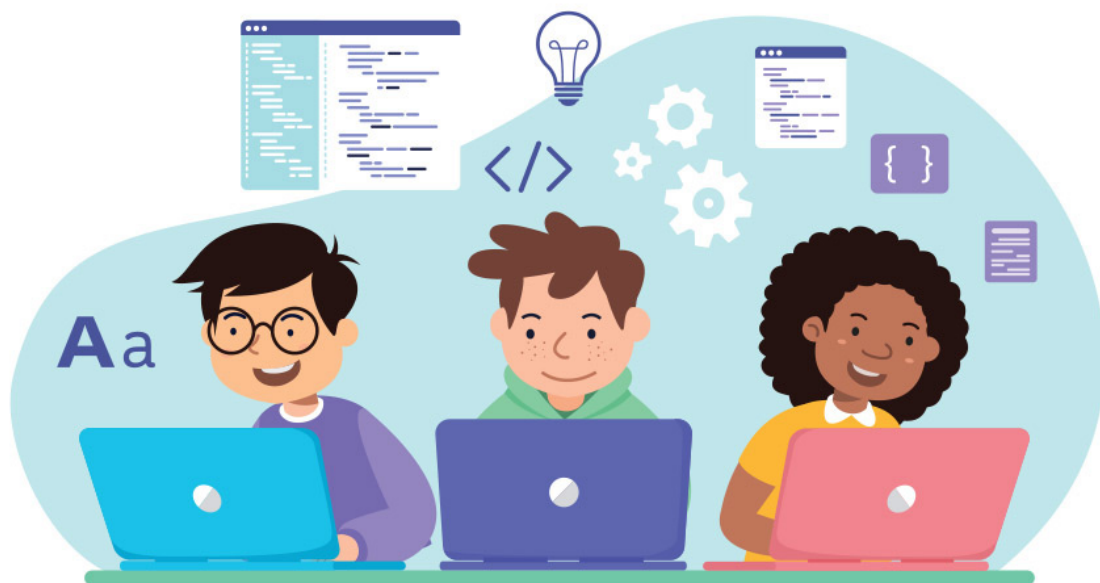
- If an assignment is marked **red**, AI **cannot** be used for **any** purposes.



Ensuring Genuine Engagement Through Checkpoints

To ensure that students are genuinely engaging with their tasks and not using generative AI to bypass meaningful work, teachers will be using a series of checkpoints to attest to the authenticity of student work through short conversations during key phases of the project. These conversations, akin to an oral defense, allow students to make their thinking and decision-making processes visible. Students are required to successfully complete these checkpoints to receive scores for their tasks.

Teachers are responsible for attesting to the authenticity of student work. If a student fails to complete these checkpoints, they will receive a score of zero for the associated task. It remains the students' responsibility to engage deeply with credible, valid sources and integrate diverse perspectives when working on their tasks.



Academic Integrity

Academic integrity is a foundation for student learning. Learning how to express original ideas, cite sources, and work independently and honestly are skills that carry students beyond their academic career. Acts of academic dishonesty, including improper use of AI, plagiarism, copying work from other students, stealing notes or work from others, and examination and test dishonesty are considered serious offenses.

The **consequences** of academic dishonesty will be as follows:

- 1st Offense: Discussion between student and teacher; a documented warning is placed on record and removed at the end of the year. Parents are notified by the teacher. The student will redo the work.
- 2nd Offense: Discussion between student, teacher, and Principal; a documented warning is placed on record and removed at the end of the year. Parents are notified by the Principal . The student will redo the work.
- 3rd Offense: Referral to the Principal for actions and consequences as appropriate.

Summary

The AI Usage Framework at Pinewood is designed to balance the integration of advanced technologies with the ethical considerations essential to academic integrity. By promoting responsible use, enhancing educational experiences, and implementing rigorous checkpoints, we aim to prepare our students for a future where AI tools are ubiquitous. Our framework reflects our commitment to upholding high standards of ethics, accountability, and educational excellence in an increasingly digital world.

Review

This framework will be reviewed annually to reflect the evolving nature of AI technology and its applications in education. Feedback from the school community will be incorporated into each review cycle to ensure the framework remains relevant and effective.

