VALLEY VIEW LOCAL SCHOOLS

AI Usage Guidelines: When to Use AI on Your Schoolwork

This guide uses a simple traffic light system to help you know when it's okay to use Artificial Intelligence (AI) tools for your school assignments. Always remember that your **own learning and original ideas are the most important things!**

Green Light: GO! (AI Use is Good!)



AI can be a super helpful tool to make your learning and work better, when you use it the right way.

- **Learning & Coming Up with Ideas:**
  - Use AI to get new ideas for a project, quickly understand a long article, or get simple explanations for tough topics.
  - Make practice questions or flashcards from your notes.
- **Checking Your Work:**
  - Use AI to find mistakes in your grammar or spelling, just like a spell-checker.
  - If you're writing computer code, AI can help you find errors or show you how to write something correctly.

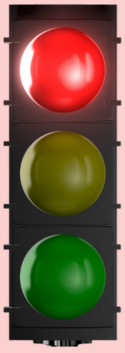
Yellow Light: CAUTION! (Use AI Carefully)



You can use AI here, but be very careful, do most of the work yourself, and always tell your teacher.

- **Planning & Starting Your Work:**
  - AI can help you organize your thoughts, create an outline for an essay, or write a very rough first draft for parts that aren't the main ideas.
  - *You MUST change, rewrite, and add a lot of your own original ideas and writing. Don't just copy what the AI says and say it's yours.*
- **Beginning Research & Organizing Info:**
  - AI can suggest words to search for when you're doing research, or help you sort out information you've collected.
  - *You are responsible for finding, checking, and citing (telling where you got) all your actual information yourself. AI can't do your research for you.*

Red Light: STOP! (NEVER Use AI This Way--It's Cheating)



Using AI in these ways is like cheating and will lead to serious problems at school.

- **Turning in AI's Work as Your Own:**
  - Copying and pasting anything from an AI tool (like essays, answers, or code) and pretending you wrote it yourself, without adding much of your own work or telling your teacher.
- **Using AI on Tests or Quizzes:**
  - Using an AI tool during any test, quiz, or assignment where you're supposed to work completely on your own.
- **Creating Bad Content:**
  - Using AI to make up false information, spread harmful ideas, or create anything that breaks school rules.



Remember: AI is just a tool, like a calculator or a computer. It can help you, but it can't replace your own brain! Your teachers want to see your understanding, your smart thinking, and your unique voice.