

Active Academies Artificial Intelligence (AI) Responsible Use Guidelines

(Aligned to CCSD Policy IFBG and Academic Dishonesty Code 13D)

Purpose: At Active Academies, AI tools may support learning, but they must be used **responsibly and honestly**. These guidelines apply to all students and staff across our four schools.

Note: Standardized testing follows state and federal testing rules. AI is not permitted in any testing environment.

Core Guidelines

- **Effort First:** AI supports learning but does not replace student work or understanding.
- **Privacy Matters:** No personal or identifying information may be entered into AI tools.
- **Unauthorized Help:** Using AI without permission is academic dishonesty.
- **Be Transparent:** When AI is allowed, students must disclose the tool, the prompt, and cite its use.

Assignment & Assessment Checks

All work may be reviewed verbally:

- Teachers may ask students to explain their work in person or on Microsoft Teams (camera on).
- Students will not be given time to prepare in advance.
- If a student cannot explain their work, it will be considered **unauthorized help** and academic dishonesty consequences will apply.

Progressive Consequences

Level 1 – Class Assignments/Projects

- Reduction or loss of credit.
- Possible detention, ISS, or Saturday School.
- May be required to redo assignment.

Level 2 – Major Assignments/Tests OR Two Prior Incidents

- Reduction or loss of credit.
- Possible detention, ISS, or Saturday School.
- May complete alternative supervised assessment.

Level 3 – State/National Assessments OR Three+ Incidents

- Reduction or loss of credit.
- ISS, Saturday School, or OSS.
- Mandatory parent conference.
- Incident state reported.

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Responsibilities

Teachers

- Clearly mark AI permissions within course documents according to CCSD guidelines (**Green** = allowed, **Yellow** = with permission, **Red** = not allowed). AI permissions may be included in scoring rubrics.
- May require verbal reviews.
- Report suspected misuse.

Students

- Follow teacher directions on AI use.
- Be ready to explain your work.
- Never share personal data with AI.
- Cite AI contributions when permitted.

Families

- Support student honesty and effort.
- Encourage AI as a support tool, not a replacement.

Summary

AI can be a powerful learning tool, but all student work must reflect **personal effort and understanding**. Misuse of AI as **unauthorized help** will be treated as academic dishonesty.