



**ST. MARY'S**  
ACADEMY

**Artificial  
Intelligence Policy  
2025-2026**



## **I. PURPOSE**

This policy document aims to establish guidelines for the ethical, secure, and responsible use of Artificial Intelligence (AI) technologies at St. Mary's Academy. It is designed to provide a framework for the appropriate use of AI technologies while ensuring that students' privacy, security, and ethical considerations are considered.

## **II. SCOPE**

This policy document applies to all school community members, including students, teachers, administrative staff, and other stakeholders who may use AI technologies in the school environment. The following stakeholders are involved in implementing this policy: school leadership, teachers, administrative staff, students, and parents/guardians.

## **III. AI POLICY STATEMENT**

St. Mary's Academy recognizes the transformative power of Artificial Intelligence (AI) in education and its growing role in preparing students for the future. As a Catholic, college-preparatory institution sponsored by the Holy Names Educational Ministry (HNEM), we are guided by a mission rooted in the full development of the human person, a dedication to justice, and a commitment to global interdependence. In that spirit, we are dedicated to engaging with the potential of AI while addressing its ethical, educational, and environmental implications.

We are committed to using AI ethically, transparently, and responsibly, ensuring that its integration enhances student learning while protecting privacy and upholding academic integrity. While AI offers valuable opportunities for personalized learning, research, and skill development, we recognize the importance of intentional, human-centered use that honors the dignity of each learner and nurtures the spiritual, intellectual, and moral dimensions of their education.

At the same time, St. Mary's Academy acknowledges the environmental challenges posed by AI, including high energy consumption and resource demands. In keeping with our SNJM value of stewardship and our call to serve those most impacted by environmental degradation, we will educate students on AI's ecological footprint, promote energy-efficient digital practices, and encourage mindful use that reflects our responsibility to care for creation.

By integrating AI in a responsible, ethical, and sustainable manner, St. Mary's Academy ensures that students develop the digital literacy, ethical awareness, and global perspective needed to navigate an AI-driven future with wisdom, integrity, and a commitment to the common good. This approach affirms our dedication to the education of young women as leaders who are spiritually grounded, socially aware, and prepared to act with compassion and courage in a rapidly changing world.

## **IV. RESPONSIBILITIES**

The following individuals and groups are responsible for the understanding and implementation of this policy:

- School Administration: responsible for providing resources, guidance, training, and support for the implementation of the policy.
- Teachers: Responsible for implementing the policy in their classrooms, including providing instruction on the ethical and responsible use of AI technologies. Teachers are also responsible for having a clearly outlined [Classroom AI policy](#) that is in alignment with institutional policies.
- Students: Responsible for using AI technologies in an ethical and responsible manner, as outlined in this policy.
- Parents/guardians: responsible for supporting their students' appropriate and ethical use of AI tech-

nologies in compliance with this policy.

## **V. ENVIRONMENTAL RESPONSIBILITY AND AI USE**

As part of St. Mary's Academy's commitment to sustainability and care for creation, we recognize the environmental impact of digital technologies, including Artificial Intelligence. AI systems can require substantial energy to develop and operate, contributing to carbon emissions and electronic waste. In alignment with our SNJM core value of stewardship and our mission to prepare students for leadership and service in a globally connected world, we are committed to mitigating these environmental impacts through thoughtful policies and practices.

To this end, SMA will:

- **Prioritize Energy-Efficient Tools:** Encourage the use of AI platforms and digital tools that demonstrate a commitment to sustainability and energy-efficient infrastructure.
- **Educate for Ecological Awareness:** Incorporate lessons on the environmental impact of technology use into computer science, science, and ethics curricula, encouraging students to reflect on the intersection of innovation, equity, and ecological responsibility.
- **Encourage Sustainable Use Practices:** Promote responsible digital habits, such as limiting unnecessary use of high-resource tools, managing data storage wisely, and powering down devices when not in use. [Sustainable Use Pledge](#)
- **Model Institutional Stewardship:** As part of our broader environmental mission, we will continue to evaluate the school's overall technology infrastructure with an eye toward energy efficiency, responsible procurement, and digital sustainability.

By embedding environmental responsibility into our AI policy, St. Mary's Academy reinforces its mission to foster compassionate, informed leaders who are committed to justice, not only for people, but for the planet we share.

## **VI. ETHICAL CONSIDERATIONS, TRANSPARENCY AND ACCOUNTABILITY**

We are committed to fostering ethical research practices, critical thinking, and responsible information use. As part of this commitment, we emphasize transparency and accountability when reviewing and utilizing resources, particularly in an era of rapidly evolving digital information.

To ensure the integrity of our academic work, we encourage students and educators to apply the [SIFT](#) method when evaluating sources:

- **Stop – Before using or sharing a resource, pause and consider its credibility. Ask yourself: Who created this? What is their intent? Is it a reliable source for academic use?**
- **Investigate the Source – Research the author, publisher, or platform. Look beyond surface-level claims and examine the reputation and expertise of the source.**
- **Find Better Coverage – Cross-check information with multiple reputable sources. If a claim appears biased or lacks verification, seek additional evidence from trustworthy academic or journalistic sources.**
- **Trace Claims to the Original Context – Follow citations, data, and quotes back to their original sources to ensure accuracy and prevent the spread of misinformation or misrepresentation.**

### **Ethical Use of Information & AI**

In applying the SIFT method, students must also be mindful of ethical considerations such as:

- **Plagiarism & Misattribution:** Properly citing sources and acknowledging intellectual property.
- **AI-Generated Content:** Clearly disclosing any use of AI tools in research and writing, ensuring it aligns with academic integrity policies.

- Bias & Misinformation: Recognizing potential biases in sources and striving for well-rounded, fact-based perspectives.

## **VII. DATA PRIVACY AND SECURITY**

St. Mary's Academy will seek to block apps or websites that utilize AI that do not have a specific policy outlining what information is collected and shared with others.

### **Data Privacy and Security Responsibilities:**

- Keep full names, passwords, addresses, personal info, and ID numbers private. Review and adjust privacy settings.
- DO NOT create inaccurate or harmful content or mimicking or plagiarizing the voice, likeness, or material of others.
- Check pre-existing and technology-generated material for unmitigated bias, accuracy, and potential harm before sharing or using
- Abide by classroom and product usage agreements for all technology. Seek help from staff and others if you need clarification
- Report harmful and suspicious online activity such as unauthorized mimicry (deepfakes, etc.), cyberbullying, and phishing (false emails, etc.).

Students, Faculty, Staff, Administrators, and Parents should report issues encountered with data privacy and security to [sma.help.desk@smapdx.org](mailto:sma.help.desk@smapdx.org). Tech staff will investigate and follow up with individuals on what was discovered and/or the next steps needed to be taken.

## **VIII. ACCESS AND EQUITY**

### **AI Tools for Differentiation & Education for Staff Use:**

*Faculty and Staff can use other AI/tech tools below if no student names, personal information, or other sensitive data is shared within or uploaded to the platform. Teachers may not "roster" students into any platform without Administrator and Director of Technology approval.*

- Khanmingo: AI-powered learning platform by Khan Academy
- ChatGPT: Large Language Model
- Copilot: Microsoft AI
- Grammarly: AI grammar, spelling, and style support.
- Doulingo: AI-powered language learning platform.
- Diffit: Creates differentiated, leveled learning materials.
- Quillbot: Paraphrases and rewrites text to different reading levels.
- Read&Write: Simplifies vocabulary and provides definitions.
- Rewordify: Text-to-speech, translation, and vocabulary.

St. Mary's Academy will provide the following:

- School-Supported AI Tools: Ensure that all students have access to AI-powered educational tools, either through school-provided devices or secure platforms accessible on SMA devices.
- Training and Guidance on AI Usage: Integrate AI literacy into the curriculum and guide students on using AI ethically and effectively. Training will occur in our Introduction to Computer Science classes and will be reinforced by classroom teachers.
- Faculty/Staff Support with AI Integration: Provide professional development for teachers to effectively incorporate AI in ways that benefit all students, ensuring inclusive and meaningful learning experiences.

## **IX. ACCEPTABLE USE**

Students may use AI tools for:

- Research assistance
- Brainstorming and idea development
- Personalized learning support (e.g., text-to-speech tools, study guides)
- Data analysis when permitted

Students may not use AI tools for:

- Submitting AI-generated assignments as their own work
- Using AI to complete exams, quizzes, or assessments
- Generating false or misleading information for academic work
- Sharing personal or sensitive data with AI platforms

### [SMA Red Yellow Green AI Use](#)

## **X. ACADEMIC INTEGRITY**

We are committed to fostering a culture of academic integrity, personal responsibility, and ethical scholarship. As part of our efforts to uphold these values, we use Turnitin to review student work for originality, proper citation, and potential AI-generated content.

Turnitin's AI detection tools help educators assess whether submitted work reflects a student's authentic effort, critical thinking, and understanding of course material. While AI tools can serve as valuable learning aids, it is essential that students engage with their assignments honestly and demonstrate their own academic growth.

### **Our Expectations:**

- All work submitted should be the student's original work, properly citing any sources or external assistance.
- The use of AI-generated content must be disclosed and aligned with course-specific guidelines.
- Submitting AI-generated work as one's own without proper attribution is considered a violation of our academic integrity policy.

We recognize that AI is an evolving tool in education, and we encourage open conversations about its responsible use. If you have questions about what is permitted, please consult your teacher.

By submitting assignments through Turnitin, students affirm their commitment to honest academic work and personal integrity.

## **XII. CITATION AND REFERENCING**

St. Mary's Academy values academic honesty, transparency, and the ethical use of all learning tools, including Artificial Intelligence (AI). As AI tools (such as ChatGPT, Grammarly, and others) become more integrated into student research and writing, it is essential to clearly cite their use, just as one would cite a book, website, or article.

- These guidelines are intended to help students and faculty responsibly incorporate AI-generated content into academic work.

## General Principles

- **Transparency:** Students must clearly acknowledge the use of AI in their academic work whenever AI tools contribute to the generation of ideas, structure, or wording.
- **Academic Integrity:** Using AI to complete assignments without proper attribution will be considered a form of academic dishonesty.
- **Student Voice:** While AI can support research and brainstorming, all final work must reflect the student's thinking and voice.

## When to Cite AI

You should cite AI tools when:

- The tool provides content (sentences, summaries, explanations) that is included in your work.
- You use AI to generate ideas, outlines, or structure for your assignment.
- You paraphrase or revise AI-generated material.
- You use AI to translate or summarize a source you haven't read yourself.

You do not need to cite AI tools when:

- They are used for minor grammar or spelling correction (e.g., Grammarly).
- You brainstorm with AI but do not use any specific output in your work.
- Your teacher has explicitly instructed otherwise in a classroom activity.

## Citation Format

For Student Work:

In most assignments, a simple statement of acknowledgment is appropriate:

Example (in-text):

This paragraph was developed with the assistance of ChatGPT by OpenAI (2025), which helped generate examples and refine sentence structure.

Example (footnote or endnote):

ChatGPT (version 4.0), OpenAI, prompt: "Summarize the causes of the French Revolution." July 10, 2025.

Example (bibliography or works cited):

OpenAI. *ChatGPT* (version 4.0), <https://chat.openai.com>. Accessed July 10, 2025. Prompt: "Explain photosynthesis to a ninth grader."

MLA Example: OpenAI. ChatGPT, 4.0, OpenAI, 10 July 2025, <https://chat.openai.com>. Prompt: "Summarize the main themes in Macbeth."

APA Example: OpenAI. (2025). *ChatGPT* (version 4.0) [Large language model]. <https://chat.openai.com>

## Best Practices for Students

- Save your prompts and AI responses in a document or screenshot for reference.
- Discuss with your teacher if you are unsure whether AI use is permitted on a particular assignment.
- Avoid over-reliance on AI. Your work should demonstrate your understanding and learning.
- Consider adding a short statement at the end of your assignment such as:
- "AI tools were used to generate an outline and improve grammar; all ideas and analysis are my own."

## **Faculty Guidelines**

- Clearly communicate expectations regarding AI use on each assignment.
- Encourage students to document their AI use as part of the research or revision process.
- Reinforce the distinction between support and substitution AI should never replace student thinking or effort.
- Use AI detection tools thoughtfully and in conjunction with conversations about learning.

## **XIII. CONCLUSION**

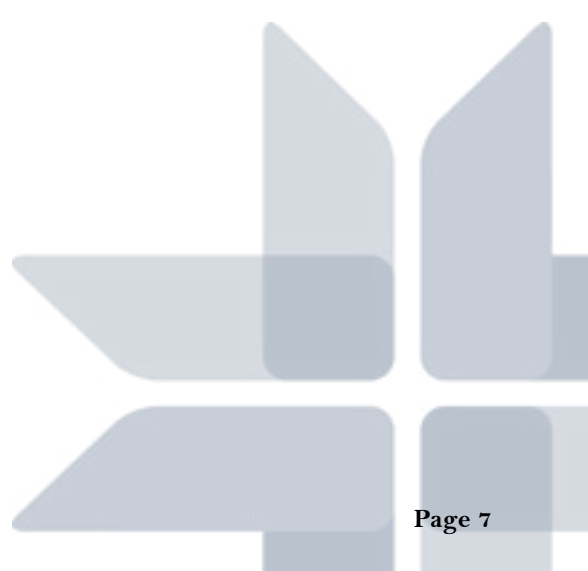
As we embrace the transformative possibilities of Artificial Intelligence, St. Mary's Academy remains rooted in its mission to form young women of integrity, intellect, and compassion. We believe that AI, when used responsibly and ethically, can empower students to lead with purpose and integrity in a complex and evolving world, preparing them for the future. At the same time, we affirm our responsibility to care for creation by acknowledging and addressing the environmental impact of AI technologies. By educating students on both the promise and the challenges of AI, including its ecological footprint, we prepare them to be thoughtful digital citizens and stewards of the common good. In doing so, we model a future where innovation and sustainability go hand in hand, and where technology serves not only human advancement but also the health of our planet.

## **Resources**

[Classroom AI Policy](#)

[St. Mary's Academy Responsible Use Policy](#)

[St. Mary's Academy Parent-Student Handbook](#)



## St. Mary's Academy AI Use Guidelines

### "Red-Yellow-Green" Light for Using Artificial Intelligence at St. Mary's Academy

At SMA, we believe in learning with integrity, thinking critically, and using technology responsibly. This guide helps you understand when and how to utilize AI tools, such as ChatGPT, Grammarly, or image generators, in your academic work. AI should support your process, not produce your final product.

You're here to grow as a thinker, creator, and communicator. AI can help, but the work still needs to be done by you.

**GREEN LIGHT: GO FOR IT:** Encouraged use, supports your learning and creativity. You can use AI for this task, assignment, or assessment, and you do not need to cite it. The use of AI does not significantly impact the originality of your work.

Use AI to:

- Brainstorm ideas for a paper or project
- Ask for help understanding tough concepts
- Practice problems or quiz yourself
- Organize your thoughts with an outline
- Improve grammar or sentence structure
- Do not allow AI to think for you.

**YELLOW LIGHT: ASK FIRST:** Sometimes okay, only with teacher permission. If you use AI tools for the task or assignment, you **MUST** give credit to the AI tool and the information it provided.

Use AI to:

- Paraphrase your own writing
- Summarize sources or articles
- Help with citations or formatting
- Generate visuals, graphs, or code for a project
- Always check with your teacher first. If you're unsure, please don't hesitate to ask!

**RED LIGHT: STOP-NOT OKAY** Prohibited use that misrepresents your learning

Do not use AI to:

- Write your essays, reflections, or journal entries
- Complete your homework, tests, or classwork
- Fake sources, data, or citations
- Avoid reading, analyzing, or thinking for yourself
- Creative writing assignments
- Original artwork or presentations
- This breaks SMA's Academic Integrity Policy.

#### Quick Reminders:

- Be honest and transparent about AI use.
- Use AI as a thinking partner, not a shortcut.
- Ask yourself: Am I learning, or just submitting?
- When in doubt, talk to your teacher.

## Classroom Artificial Intelligence (AI) Policy

This policy document outlines <insert teacher's name> stance on AI usage, rules for acceptable AI usage, and consequences for misuse of AI tools.

AI Use in <class name>

According to the Student AI Policy, students may <insert what is permitted through the Student AI Policy>. This classroom policy upholds and extends the school's Student AI Policy, which outlines expectations for the responsible and ethical use of artificial intelligence (AI) tools. This classroom policy provides clear guidance for how AI may be used in this course without explicit teacher permission.

Acceptable and/or Unacceptable Use of AI

You may use AI tools in this course in the ways described below or when your teacher has given permission to use AI tools otherwise. All use must be in alignment with St. Mary's Academy AI Policy. When in doubt, always ask.

- <insert how AI can or cannot be used for class without explicit teacher permission>

Academic Integrity and AI Misuse

Misuse of AI in academic work is considered a breach of academic integrity and will be addressed by the Vice Principal of Academics and faculty. School administration and faculty will decide on the consequences of AI misuse in accordance with the Parent/Student Handbook, our Responsible Use Policy, and our AI Policy.

Each student will sign this policy annually, and a copy will be kept on file for the school year.

Student Name: \_\_\_\_\_

