

Scholar AI Policy

The ability to use AI effectively is becoming a fundamental skill for college and career success. Our goal is to ensure scholars know how to use these tools to sharpen their thinking, not replace it. When used correctly, AI can accelerate learning and help scholars produce work they are proud of.

1. AI Use in the Classroom

Because the goal of every assignment is different, teachers will communicate clearly when and how AI is appropriate for a given task. Scholars should listen for and follow their teacher's guidance at the start of each assignment. If a teacher has not addressed AI use for a particular task, scholars should assume AI is not permitted until told otherwise.

Some assignments will require scholars to work entirely without AI in order to build the fundamental academic skills needed for college success. Others may permit AI use, with the expectation that scholars cite the tools they used and take full ownership of the final product. In all cases, the teacher's stated expectations govern.

2. Authorized Tools and Access

- **Approved List:** To protect scholar privacy, scholars should only use AI tools explicitly approved by the Collegiate Academies.
- **Age and Safety:** Scholars must follow all age requirements for any approved tool. Scholars under 13 may only use tools that have specific school-level privacy protections in place.
- **Parental Consent:** Scholars are permitted to use approved AI tools on campus by default. Parents who wish to restrict their child's access may submit a signed Opt-Out Form to the main office.

3. Ownership and Academic Integrity

Scholars are the owner of their work — using AI assistance means scholars must be prepared to show their process.

- **Citing the Tool:** If AI assisted in completing an assignment, scholars must give it credit. Citations should include the tool name, version, and date (e.g., ChatGPT-4o, accessed May 2026).
- **Process Documentation:** Scholars may be asked to "show their work." This can take the form of a link to a chat history, a screenshot of prompts used, or a short written reflection on how AI assisted the process.
- **Plagiarism:** Presenting AI-generated text, images, or code as one's own work is plagiarism. This is a shortcut that bypasses the hard work of learning and is a violation of the Academic Integrity policy.

4. Safety and Prohibited Actions

- **Assessments:** AI is strictly prohibited on quizzes, tests, and exams unless a teacher gives explicit permission for a specific portion of the assessment.
- **Privacy First:** Scholars must never enter personal information — including names, ID numbers, or addresses — into any AI platform.
- **Visual Safety:** To protect our community, scholars should not upload photos or videos of themselves or other scholars into AI image or video generators.
- **AI Wearables:** To maintain a focused and present learning environment, AI-enabled wearable technology (e.g., Meta or other Smart Glasses, AI pendants) is prohibited on campus.
- **Impersonation and Deepfakes:** Scholars are strictly prohibited from using AI to create, alter, or replicate the likeness, voice, or identity of any student, teacher, or staff member. This includes the creation of "deepfakes" — highly realistic manipulated videos, audio clips, or images — or the use of AI voice-cloning tools.
- **Digital Conduct and Harassment:** Generative AI must never be used to create content that bullies, harasses, humiliates, or targets members of the school community, whether inside or outside of school hours. Such conduct is a violation of the school's Harassment and Bullying policy and will be treated accordingly.