ST. XAVIER HIGH SCHOOL

AI Guidelines for Academic Integrity

A Quick Guide for Students and Parents

St. Xavier's AI policy uses a leveled system so students, teachers, and parents share a common language about how AI may be used on any given assignment. Unless a teacher says otherwise, **the default level for all classes is Level 1 (Research Assist).**

0	**Prohibited** AI cannot be used at all. This applies to secure tests, reflections, and other work where no AI is allowed.
1	**Research Assist (School default)** AI may help with grammar and research, such as using an AI-powered search assistant.
2	**Guidance** AI may help revise and refine work a student has already written — similar to the help they may get from a tutor or parent. Requires teacher permission and citation.
3	**Create and Generate** AI may be used to generate or significantly change content, including graphics. Requires teacher permission and citation.

Key Points to Know

- Check with your teacher. Every class or assignment may set its own AI level. When in doubt, ask before you use AI on any assignment.
- Levels 2 and 3 always require the teacher's explicit permission and a citation of how AI was used, following the MLA guidelines for citing AI.
- You are responsible for your work. No matter what level of AI is used, students must review anything AI-generated for accuracy, tone, and proper citation before turning it in or presenting it as their own.
- If a teacher has concerns, they will talk with the student first. St. Xavier's approach favors a supportive conversation over automatic penalties, since AI-detection tools can be unreliable. Any conduct that is ultimately found to violate the Academic Honesty policy will be referred to the Assistant Principal for Academic Affairs.
- Turnitin.com or similar tools may still be used as a standard check on any assignment.

Why This Matters

AI is becoming part of everyday tools like search engines and word processors, so avoiding it completely is often unrealistic. St. Xavier's goal is not to ban AI, but to help students use it thoughtfully, honestly, and in a way that supports real learning — in keeping with the Jesuit value of *cura personalis*, care for the whole person.

Questions? Talk to your teacher or reach out to the Assistant Principal for Academic Affairs. These guidelines are a living document and may be updated over time.