



Policy for the Responsible Use of AI

Purpose

Artificial Intelligence (AI) offers powerful opportunities to enhance learning, communication, and problem-solving when used ethically and responsibly. Our school recognizes that AI is transforming education and society. In response, we seek to prepare students not only to use emerging technologies effectively, but also to exercise wisdom, integrity, and compassion in doing so. This policy applies to all school-related work, whether generated during school hours or otherwise, on campus or elsewhere. This policy is grounded in four principles that reflect both our school's philosophy and our commitment to educating the whole student:

Shared Responsibility

Learning is a partnership among students, teachers, and parents. Technological tools such as AI should support—not replace—the relationships, accountability, and collaboration that define authentic education.

Human Interdependence

Technology can assist human work, but it cannot replace human dignity, judgment, empathy, or moral decision-making. Students are expected to think critically, seek truth, and value the contributions of others while recognizing that people—not machines—remain responsible for learning and ethical choices.

Dynamic Creativity

Creativity is a gift from God. AI can help students brainstorm ideas, explore possibilities, and refine their work, but it should never replace original thinking, personal expression, or the development of academic skills. In elementary school, the process of learning is often more important than the product. Students gain skill, knowledge, confidence, and creativity through practice, trial and error, and collaboration with teachers and peers. For PS-8 students, we believe this learning process is human in nature and is essential for a successful educational foundation.

Global Empowerment

Students are called to become informed, ethical, and compassionate citizens who use technology to serve others and contribute positively to the world. Responsible AI use includes respecting intellectual property, protecting privacy, combating misinformation, and promoting the common good.

Our goal is not simply to teach students how to use AI tools, but to help them become thoughtful, ethical leaders who use technology in ways that reflect Gospel values of honesty, stewardship, justice, and respect for human dignity.

Definition of Artificial Intelligence

Artificial Intelligence (AI) refers to computer systems or software that can perform tasks that typically require human intelligence. These tasks may include generating text, images, audio, video, computer code, translations, summaries, recommendations, or responding to questions by recognizing patterns in large amounts of data.



Examples of AI technologies include conversational AI (chatbots), writing assistants, image generators, video generators, audio generation and transcription tools, translation tools, research assistants, coding assistants. Publicly available applications driven by artificial intelligence (AI) and generative artificial

intelligence (GenAI), such as the tools listed above, are often readily available and rapidly being added to software which are regularly used in education.

As AI technology continues to evolve, this policy applies to current and future AI tools whether accessed through websites, apps, software, or integrated educational platforms.

Compliance with AI Tool Terms and Conditions

Students may only use AI tools for educational purposes when specifically authorized by a teacher. Students must comply with all terms of service, privacy policies, and age requirements established by AI providers. Parents are encouraged to review AI applications their children use outside of school.

Students may not:

- Create accounts in violation of age restrictions specified by the platform on which they work.
- Share school logins or passwords.
- Upload confidential or their own personally identifiable information.
- Upload photographs, images, audio, or personal information of classmates, faculty, or families without permission.
- Enter sensitive school information into public AI systems.

General Expectations

When use is permitted, students are expected to use AI tools in ways that:

- Support learning rather than replace it.
- Demonstrate honesty and academic integrity.
- Respect the dignity and privacy of others.
- Follow teacher expectations for each assignment.
- Reflect the school's Catholic values and mission.
- Comply with all school technology policies and acceptable use agreements.

Recognizing Biases, Errors, and Inaccuracies

AI systems do not "know" information in the way humans do. They generate responses based on patterns in data and may produce inaccurate, incomplete, outdated, or biased information. Teachers will help students develop information literacy skills so they can responsibly evaluate AI-generated content.

Students are expected to:

- Verify AI-generated information using reliable sources.
- Think critically about AI responses.
- Identify potential bias or stereotypes.



- Recognize that AI may confidently present incorrect information.
- Ask questions when uncertain.

Responsible Use of AI for Assignments

Unless otherwise directed by the teacher, students should assume that assignments are intended to reflect their own thinking and understanding. When AI is permitted, students remain responsible for the accuracy of submitted work, the originality of their ideas, any factual errors included in AI-generated content, and ensuring the final work reflects their own learning. Failure to comply with teacher expectations may constitute academic dishonesty.

Teachers may require students to:

- Explain how AI was used.
- Submit drafts showing their writing process, thought process, or problem-solving sequence
- Provide notes or planning materials.
- Demonstrate understanding through discussion or oral explanation.
- Complete portions of assignments without AI assistance.

Deepfake and Synthetic Media

Deepfake technology refers to AI-generated or AI-manipulated images, audio, or video that appear to depict real people saying or doing things they did not actually say or do. Educational use of synthetic media may be permitted only with teacher approval and when clearly identified as AI-generated. Misuse of deepfake technology may result in disciplinary action and, where appropriate, additional legal consequences.

Students may not use AI to:

- Create deceptive or misleading content.
- Impersonate another student, teacher, staff member, parent, or public figure.
- Create embarrassing, harmful, or offensive images or videos.
- Bully, harass, threaten, or intimidate others.
- Spread misinformation or false representations.
- Alter photographs of others without permission.

Citation and Disclosure of AI Use

Transparency is an essential part of academic honesty. Students must disclose AI use according to teacher expectations. Depending on the assignment, students may be asked to cite the AI tool used, identify the date it was used, describe how it assisted their work, include the prompts they entered, and/or distinguish between AI-generated content and their own original work. Failure to disclose AI use when required may be treated as plagiarism or academic dishonesty.



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Parent Partnership

Teachers make every effort to teach and model appropriate and ethical AI use and to communicate their expectations for assignments clearly. However, parents play an important role in helping children develop healthy digital habits.

Families are encouraged to:

- Discuss responsible technology use at home.
- Monitor AI applications used outside of school.
- Reinforce academic honesty.
- Encourage critical thinking rather than overreliance on AI.
- Contact teachers with questions about AI expectations.

Academic Integrity

The school's Academic Integrity Policy applies equally to work completed with AI assistance. Misrepresentation of AI-generated work as original student work, unauthorized AI use, or misuse of AI technologies may result in academic or disciplinary consequences consistent with the school's student handbook.

Policy Review

Artificial Intelligence continues to evolve rapidly. Accordingly, this policy will be reviewed regularly to reflect advances in technology, changes in educational practice, and legal requirements always in light of mission of the school.

As members of a Catholic learning community, we commit ourselves to using technology in ways that honor truth, foster authentic learning, respect the dignity of every person, and promote the common good.

Effective: 07/13/2026

Revised: