

Briarcliff Student AI Use Guide

FAIR Guidelines — four levels of AI use for schoolwork

THE FOUR FAIR LEVELS — *Your teacher sets the level for every assignment.*

LEVEL 1 No AI	Complete the work entirely on your own. No AI tools at any stage — not for ideas, drafting, or editing. <i>Use when the goal is to show what you can do: tests, in-class writing, and building core skills.</i>
LEVEL 2 AI to Learn	Do all the work yourself; AI may help you understand , like a tutor (explaining a concept, answering questions, checking grammar, quizzing you). None of the AI's words appear in what you submit. <i>Use when you are studying or stuck and need something explained.</i>
LEVEL 3 AI as Collaborator	AI helps you build the work, but you stay the author and direct everything (brainstorming, outlining, or feedback on your draft). Edit it, make it your own, and disclose how you used AI. <i>Use when the teacher allows AI support on an assignment.</i>
LEVEL 4 AI as Producer	AI creates the main work; your job is to prompt, check, and verify it. You are responsible for accuracy and must disclose what AI made and cite the tool. <i>Use when the result itself is the goal, or you are learning to direct AI effectively.</i>

GROUND RULES — *These apply at every FAIR level*

- **Ask your teacher** before using AI on any assignment.
- **If no level is marked, treat it as Level 1 (No AI)** until you confirm otherwise.
- **Follow your teacher's level for every assignment.** The level is not a suggestion — it is an instruction.
- **Disclose all AI use at Level 3 and above.** Your teacher sets the format: a note at the end of your work, your AI chat transcript, or a brief reflection.
- **Always verify AI-generated information** against a second, reliable source before using it. AI can produce errors or invented facts.
- **Use only district-approved AI tools** (tools your teacher approved for that assignment).
- **Protect everyone's privacy.** Never enter your own or a classmate's personal information (name, grade, address, or any identifiable data) into any AI tool.
- You can **explain, defend, and extend** what you submit. You can tell what the end product means and why you chose those words.

YOUR DISCLOSURE RESPONSIBILITY — *Required at Level 3 and above; your teacher specifies the format*

- **Add a note at the end of your work:** "I used [tool] to [describe use]. All final writing and decisions are my own."
- **Share your AI chat transcript** with the assignment so your teacher can see exactly what AI produced and what you changed.
- **Complete a reflection** on how you used AI, what it got right or wrong, and what you chose to keep, revise, or discard.
- **Apply** FAIR level and disclosure requirements to **every assignment**, regardless of which tool is used.

NEVER PERMITTED — *Zero-tolerance at every level*

- **Submitting AI-generated text, code, images, or media as your own** without disclosure. This is academic dishonesty and violates the district Code of Conduct.
- **Using AI during any test, quiz, or exam** unless your teacher states otherwise for that assessment.
- **Entering personally identifiable information** into any AI tool: names, grades, addresses, IEP details, or any data that identifies a person.
- **Generating harmful, offensive, discriminatory, or misleading content** with AI tools — at any time, for any purpose.

Questions about this guide? Speak with your teacher.