

AI USAGE RUBRIC

This AI Usage Scale is for 9th-12th grades and exists to provide clear, consistent expectations for how AI may (or may not) be used in CCS classrooms in a way that supports learning, integrity, and Christ-centered formation. It helps teachers communicate permitted AI use by assignment and helps students understand what is appropriate. **The default expectation for all classroom assignments is Level 0 (no AI use) unless a teacher explicitly authorizes a different level.**

Level 0 — No AI (Default)

Expectation: No AI use is allowed. Students are required to create, design, and produce all work themselves (or with assigned group members) using course materials and teacher-provided resources. All assignments must be fully created, designed, and prepared by the student(s); **any use of an AI generative tool** (e.g., ChatGPT or similar) for work that is submitted will be considered a violation of the course academic integrity expectations and school policy.

Level 1 — Limited AI Support

Expectation: Generative AI tools may be used **only when permitted by the teacher** to help students better understand or translate course content (readings, instructions, concepts). Any use must be **properly cited** in the submitted work. AI is not a substitute for instructor support and may not be used to generate the final assignment or substantial portions of it. **Level 1 does not permit using AI to generate the final product (or substantial portions of it) for submission.**

Level 2 — Guided AI Use

Expectation: Generative AI use may be **encouraged or assigned** for specific coursework, but it must follow the **instructor's stated parameters**. Students may use AI for brainstorming, strengthening understanding, and revising their own work, provided all use is **clearly referenced and properly cited** in any submitted assignment. Any AI use outside the approved parameters will be treated as **academic dishonesty**.

Level 3 - AI Integrated

Expectation: Generative AI use may be **actively encouraged under specific instructor parameters** as an assistance tool in the learning process, but it must not function as the generator of assignments or submitted work. All submitted work must clearly reflect the student's own understanding, analysis, and voice, with AI use disclosed and cited as required. Any AI use outside the approved instructor parameters will be treated as **academic dishonesty**.

Questions about AI use should be discussed openly with the teacher; teachers are a safe place to help students understand what is acceptable within this Usage Scale. When uncertain, ask before using AI.

Citation Example

APA

Guideline: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

APA format: Author. (Date). Title (Month Day version) [Additional Descriptions]. Source Author: The author of the model.

Date: The year of the version.

Title: The name of the model. The version number is included after the title in parentheses. Bracketed text: References for additional descriptions

Source: When the publisher and author names are identical, omit the publisher name in the source element of the reference and proceed directly to the URL.

APA reference entry: OpenAI. (2023). ChatGPT (Feb 13 version) [Large language model]. <https://chat.openai.com>

APA in-text citation: (OpenAI, 2023)