Faculty Expectations for the Responsible Use of Artificial Intelligence

Purpose
These expectations supplement The Bolles School Artificial Intelligence (AI) Employee Policy and provide guidance for the responsible use of AI in teaching and learning. AI can improve efficiency, streamline workflow, and support instruction, but it does not replace the expertise, professional judgment, or relationships that define a Bolles education.

Guiding Principles

Human-Centered Learning
Teaching and learning are built on meaningful relationships between teachers and students. AI should support instruction, not replace the teacher's role in planning, teaching, assessing, or building connections with students.

Safe and Responsible Use
Faculty are expected to use AI responsibly, ethically, and with sound professional judgment. AI should be used in ways that are age appropriate, educationally appropriate, aligned with curriculum goals, and consistent with School policies.

Student Privacy and Data Security
Protecting student information is the responsibility of every employee. Personally identifiable student information, employee information, and confidential School information must never be entered into an unapproved AI platform.

Only School-approved AI platforms may be used for School business involving School data.
Public AI platforms that have not been approved by The Bolles School may retain or process information entered by users. Faculty should not enter confidential, proprietary, or personally identifiable information into these platforms.

Academic Integrity and Transparency
AI should support learning, not replace original student thinking.

Faculty should clearly communicate when AI use is permitted, limited, or prohibited and establish expectations for acknowledgment of AI use when appropriate.

AI detection tools should not be used as the sole evidence of academic misconduct.

Professional Responsibilities
Faculty remain responsible for all instructional decisions, including:

- Curriculum planning.
- Lesson design.

- Classroom instruction.
- Assessment and grading.
- Student feedback.
- Communication with students and families.
- Professional judgment.

All AI-generated content must be reviewed, verified, edited, and approved by the teacher before it is shared or used.

AI-assisted work must include transparent acknowledgement.

Appropriate Uses
Faculty may use School-approved AI tools to support instruction, improve productivity, and streamline workflow.

Appropriate uses include:
- Brainstorming lesson ideas, projects, and classroom activities.
- Developing lesson and unit plans.
- Creating instructional resources.
- Differentiating teacher-created instructional materials.
- Creating alternate versions of teacher-developed assessments.
- Developing rubrics, discussion questions, and classroom resources.
- Proofreading grammar, spelling, punctuation, and readability.
- Drafting newsletters, classroom updates, and family communications that are reviewed and personalized by the teacher.
- Organizing instructional resources, meeting notes, and planning documents.
- Summarizing information for internal planning.
- Creating checklists, templates, classroom procedures, and workflows.
- Supporting accessibility and accommodations after teacher review.
- Assisting with coding or other technical tasks.
- Supporting routine administrative tasks.
- AI should improve efficiency and allow faculty to spend more time supporting students and building meaningful relationships.

Prohibited Uses
AI may not be used to:
- Write emails or other communications on a teacher's behalf. AI may be used to proofread, improve grammar, enhance readability, or suggest edits, but every communication must reflect the teacher's own voice, professional judgment, and intent.
- Replace meaningful collaboration with colleagues, administrators, or supervisors.
- Make instructional, disciplinary, grading, employment, or other professional decisions on behalf of the teacher.
- Complete work in a manner that avoids the reflection, preparation, and professional responsibility expected of every educator.

- Submit AI-generated instructional materials without meaningful teacher review and revision.
- Enter confidential, proprietary, or personally identifiable information into an unapproved AI platform.
- Use the audio, video, camera, or recording features of any AI tool or AI-enabled device, including smart glasses, smart watches, or similar technology, without prior written authorization from the School. Recording students, employees, parents, or School activities must comply with all School policies and applicable laws.
- Generate discriminatory, offensive, or inappropriate content.
- Circumvent School policies, legal requirements, or academic integrity expectations.
- Misrepresent AI-generated work as entirely original when doing so is misleading.

Approved AI Platforms
Faculty should use only School-approved AI platforms for instructional and School-related work.

Faculty should consult their campus head and the technology department before introducing a new AI tool or platform into the classroom.

Grade Level Expectations:

Lower School
Lower School students are developing foundational knowledge, skills, and habits of learning. AI use should be teacher directed and developmentally appropriate.

Faculty may use AI to support:
- Lesson and unit planning.
- Instructional resource development.
- Differentiation of teacher-created materials.
- Proofread communications
- Routine administrative tasks.

Student use of AI should be limited and occur only under teacher supervision.

Faculty remain responsible for all AI-assisted instructional materials and must never enter student names, images, or personally identifiable information into an unapproved AI platform.

Middle School
Middle School students are developing independence, critical thinking, and responsible digital citizenship. AI may be introduced as a learning support while helping students understand its capabilities, limitations, and ethical use.

Faculty should teach students to:
- Understand what AI is and how it works.
- Evaluate the accuracy of AI-generated information.
- Recognize bias and misinformation.
- Use AI responsibly and ethically.

- Understand when AI is appropriate and when original thinking is expected.
- Student use should be guided by the teacher and aligned with the learning objectives of each lesson or assignment.

AI-assisted work must include transparent acknowledgement.

Upper School
Upper School students should develop the knowledge and skills needed to use AI responsibly in college, careers, and everyday life.

Faculty are encouraged to integrate AI thoughtfully when it strengthens learning and prepares students for the responsible use of emerging technologies.

Teachers should clearly communicate:
- When AI is permitted.
- When AI is limited or prohibited.
- When AI use must be acknowledged.
- Expectations for original student work and academic integrity.

AI should support learning, critical thinking, creativity, and problem solving. It should never replace original student thinking or authentic learning.

AI-assisted work must include transparent acknowledgement.

Professional Learning
Faculty are expected to participate in School-provided professional learning related to AI and remain informed about responsible AI practices, emerging technologies, instructional best practices, and the effective integration of AI into teaching and learning.

Faculty are encouraged to collaborate with colleagues and share effective practices that enhance teaching while maintaining the School's standards for academic excellence and student privacy.

Use of Third-Party Instructional Materials
Faculty may continue to purchase or use instructional materials, lesson plans, assessments, or other educational resources developed by third parties, including publishers, curriculum providers, or individual educators.

Faculty are expected to:
- Review all purchased or third-party materials before classroom use to ensure they are accurate, age appropriate, aligned with School curriculum and values, and appropriate for their students.
- Exercise professional judgment when selecting and using instructional materials.
- Comply with applicable licensing, copyright, and terms of use.
- Avoid using resources that require faculty or students to enter confidential, proprietary, or personally identifiable information into unapproved AI platforms.

Faculty remain responsible for the instructional quality, accuracy, and appropriateness of all third-party materials used in the classroom, regardless of how those materials were created. Faculty are not expected to determine whether third-party materials were developed using AI unless that information is disclosed by the publisher or creator.

When in Doubt

Faculty should consult their Campus Head, the Information Technology Department, or the Technology Task Force before using a new AI tool or instructional practice if they are unsure whether its use is appropriate.

Review of Faculty Expectations

These Faculty Expectations will be reviewed annually by the Technology Task Force, Academic Leadership, and the Information Technology Department. Revisions may be made as technology, educational best practices, legal requirements, and School needs evolve.