

# Seaside School AI Use Policy for Students

*Revised\* June 2, 2025*

## Introduction to Artificial Intelligence (AI)

Artificial Intelligence (AI) involves programming machines to perform tasks that typically require human intelligence, such as language processing, pattern recognition, and problem-solving. In the educational setting, AI can support learning by providing personalized tools and interactive experiences. This policy guides students on the responsible and ethical use of AI in their academic activities.

## Purpose and Scope

This policy outlines the appropriate use of AI tools by students within Seaside School, ensuring that AI is leveraged responsibly to enhance learning while protecting students' privacy and promoting ethical conduct. It applies to all AI technologies used by students on school premises, for school-related tasks, or through school-provided devices and networks.

## Guidelines for Responsible AI Use

### 1. Educational Purpose

Students must use AI tools solely for educational purposes as directed by teachers or school authorities. AI should be used to support learning, not to complete assignments or submit AI-generated work as their own.

### 2. Ethical Conduct

Students are expected to use AI ethically, adhering to copyright laws and respecting the intellectual property of others. Using AI to plagiarize, cheat, or engage in dishonest practices in academic work is prohibited.

### 3. Privacy and Data Protection

Students should not share sensitive or personal information with AI tools without explicit permission. They must understand the risks associated with data sharing and consult teachers when unsure about any information they are prompted to provide.

### 4. Respectful Interaction

Communication with or through AI tools must meet Seaside School's standards for respectful and appropriate interaction. Students are expected to use AI responsibly and refrain from using it to convey harmful, disrespectful, or abusive content.

### 5. Safety and Security

Students must avoid using AI to access or share harmful or inappropriate content. Any issues, such as encountering inappropriate content or suspicious activities, should be reported to school staff immediately.

### 6. Resource Responsibility

Students are expected to use AI tools thoughtfully, purposefully, and only when explicitly permitted by a teacher. Unless a teacher clearly states that AI use is allowed for a specific assignment or activity, students should not use AI tools. AI should never be used to replace original thinking or complete tasks designed to build critical academic skills. Responsible AI use means using these tools to support learning—not to bypass the learning process itself.

## Examples of Acceptable Uses of Generative AI Tools

Students may use AI tools only when directed or permitted by a teacher. When allowed, some appropriate uses include:

- Brainstorming ideas for a story, project, or presentation
- Improving or rewording a sentence you've already written
- Helping you come up with questions for a research project
- Finding general information to help you better understand a topic
- Drafting an outline to organize your thoughts before writing
- Getting feedback on grammar, punctuation, or writing style
- Practicing vocabulary words or summarizing a paragraph you've written

## Examples of Unacceptable Uses of Generative AI Tools

Even when AI is available, students should not use it in the following ways:

- Having AI write sentences, paragraphs, or full assignments for you
- Using AI to answer homework questions and turning them in as your own
- Letting AI write your part of a group project without permission from your team
- Copying and pasting AI responses into class discussions, journals, or writing assignments
- Using AI to write emails, chats, or messages in your name
- Relying on AI to do work that helps you learn important skills like writing, thinking, or problem-solving

## Monitoring and Compliance

Seaside School may monitor the use of AI tools to ensure they are being used responsibly and in alignment with this policy. Monitoring will be conducted to ensure AI is being used in a way that supports learning and maintains academic integrity. Because classroom expectations may vary, students are required to follow each teacher's specific rules regarding AI use. It is the student's responsibility to ask for clarification if they are unsure whether AI use is permitted for an assignment.

## Consequences for Policy Violations

Violations of this policy may result in disciplinary action according to the following guidelines:

- **First Offense:** Zero on assignment and a conference with the teacher.
- **Second Offense:** Zero on assignment, a parent-teacher conference and lunch detention.
- **Third Offense:** Zero on assignment, a conference with school administration, and After-school Detention.
- **Fourth Offense:** Zero on assignment, office referral, In-school suspension, and behavior plan.
- **Additional Offenses:** Zero on assignment, office referral, out-of-school suspension, and behavior plan.

## Policy Review and Update

This policy will be reviewed and updated annually to reflect changes in AI technology, ethical standards, and Seaside School's educational goals.

By adhering to this policy, our goal is that students will develop responsible and ethical practices for AI use, respecting Seaside School's values and promoting a safe and productive learning environment.