

Guidelines for Academic Use of AI-Based Systems

The Leffell School recognizes both the potential harms and potential benefits of Artificial Intelligence (AI) with regards to the learning experience of our students.

Students are always expected to use and develop their own voice and critical thinking in working toward achieving course goals. Submission of work that uses or is aided by unauthorized or uncited technology as one's own work runs counter to this goal and is therefore considered a violation of academic integrity.

If a teacher explicitly permits the use of AI-based systems in a specific assignment's written instructions, then these guidelines apply:

- **Privacy and Safety**

Students must not enter any data into the tool that is personal or confidential¹.

- **Attribution**

Students must cite² their sources if they have used AI-based systems in any way that might inform their work. This includes but is not limited to generating outlines, examples, or a portion or all of the submitted work.

- **Verification**

Students must verify the materials created by AI tools for validity and accuracy, just as they would with any other online resource.

Overall, The Leffell School expects students to use AI-based systems responsibly, with full acknowledgment of any AI-generated content and respect for ethical and safety considerations.

¹ [What is Personally Identifiable Information?](#)

² [MLA guidelines](#)