

Classroom Guidelines for Student AI Use

General Template Document

The following document can be used to serve as a basis for classroom guidelines for student use of AI. These guidelines aim to help students make the most of AI for learning and growth while ensuring academic integrity and personal creativity remain central to the learning process.

You are encouraged to copy and modify the content to meet the needs of your students, grade level, and subject area. You can make these changes yourself, or you can use an AI chatbot such as ChatGPT to help adjust the content for your grade level and subject area. Below is a sample prompt you could modify and use:

Here is a template document with classroom guidelines for student use of AI. Rewrite this document to make it specific and appropriate for a [grade and subject] classroom. Rewrite the content at a reading level that would be understandable for [grade and subject] students, and using examples that would be appropriate and relevant for a [grade and subject] classroom. This may include changing the length of sentences, using different words, removing content that is not relevant to a [grade and subject] classroom, and adding examples that are relevant to a [grade and subject] classroom.

For more details on using this template see my blog post here - "[Classroom Guidelines for Student AI Use - Free Adaptable Template](#)"

For more information see all of my AI resources at www.controlaltachieve.com/ai

Permitted Uses of AI

Below are some suggestions for how you can use AI to help support your learning.

Brainstorming

- **HOW** - AI can help you in the brainstorming process. This could include ideas for research, what to write about, what to create, questions to explore, perspectives to consider, and more.

- **WHY** - This can help expose you to different ideas and broaden your thinking, especially during the early stages of a project.
- **BUT** - AI is not meant to be a substitute for your own ideas, creativity, and critical thinking. Begin by doing your own brainstorming and then use AI to assist as needed.

Feedback

- **HOW** - AI can be used to provide feedback on your work. This could apply to anything you create such as writings, solutions to problems, presentations, art work, and more. The feedback could focus on your grammar, spelling, style, content, solutions, explanations, arguments, and more. To get the best feedback possible, provide the AI with assignment directions and grading criteria or rubrics when available.
- **WHY** - This can be helpful to provide a second opinion on your content and identify areas where you can improve your work.
- **BUT** - AI should not be used to redo or correct your work, but should only provide insight and guidance on how you could improve your work. Additionally, do not only rely on AI for feedback, but turn to other sources of feedback such as classmates, teachers, tutors, family members, and your own self-reflection.

Tutoring

- **HOW** - AI can serve as a tutor to help you learn, understand, and review information. This can include explaining content at a level or in a style you understand, answering questions you have, providing examples to help explain information, generating sample problems, quizzing you on content, and more.
- **WHY** - This can provide you with personalized tutoring and support in a way that you can understand. AI can also be available outside of normal school hours to provide tutoring when other support is not available.
- **BUT** - Rely on your teachers as your main source of instruction and support, as well as other knowledgeable people such as tutors and family members. Remember that AI can make mistakes, so think critically about the tutoring support it provides.

Research

- **HOW** - AI can assist with research for writing assignments, a variety of projects, and learning in general. AI can provide detailed information on most any subject, suggest additional sources for further research, summarize large amounts of information, change the reading level or rephrase content to make it more understandable, and more.
- **WHY** - AI can be a partner in your research process by summarizing content, suggesting sources, and clarifying complex topics.

- **BUT** - AI is not a replacement for actually reading articles and books, watching videos, and thinking critically about the information. AI can assist with finding and providing information, but you still need to process the information yourself. Additionally remember that AI can make mistakes, so be sure to double-check the information and sources it provides.

Assistive Technology

- **HOW** - AI can provide a wide range of assistive technology support such as reading text aloud, translating content into another language, allowing you to dictate what you want to be typed, providing real-time captioning, and more.
 - **WHY** - Assistive technology can help support you if and when you struggle with reading, writing, speaking, and other accessibility needs.
 - **BUT** - Assistive technology is designed to help assist learners when needed, as well as also when included in their IEP or 504 plan. However, if possible, students should still work to improve the skills that the technology is supporting.
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Prohibited Uses of AI

Below are some uses of AI that are not acceptable for you as a student.

Completing Assignments or Assessments

AI may not be used to complete school work for you. This includes, but is not limited to:

- Having AI write your written work such as an essay, report, poem, story, research paper, and more, and submitting the generated text as if you wrote it.
- Having AI write the rough draft of your work, and then you simply edit the work.
- Having AI re-write the work you have done, such as taking your rough draft and rewriting the work to improve it.
- Having AI answer questions for you, such as on a worksheet, quiz, test, or other assignment.
- Having AI solve problems for you, such as math problems.
- Having AI generate other content (slideshows, videos, code, etc.) that is required for an assignment.

Circumventing Learning Objectives

- You should not use AI in ways that undermine the intended learning goals of an assignment.
- If the purpose of an assignment is to develop a specific skill (e.g., writing, critical thinking, problem-solving), using AI to bypass that skill development is prohibited.
- For any assignment, your teacher can make it clear what the learning goals are for that assignment.

Over-Reliance on AI

- Although AI can be a helpful support, assistant, and tutor, you should not rely solely on AI-generated information or solutions.
- You need to practice and develop your own critical thinking, creativity, writing skills, communication skills, and more.

Impersonation

- You may not use AI to impersonate another person (classmates, teachers, public figures, etc.) without their explicit permission and involvement.
- This includes using AI to generate fake emails, social media posts, images, audio recordings, videos, or other communications or representations.

Additional Guidelines for AI Use

Citing AI Use

If you use AI to assist with any assignment, you should provide credit or a citation explaining how the AI was used.

- This can be done with [MLA](#) or [APA](#) citation format.
- Or if the AI provides the option to share a link to your conversation, you can include the link in your credits section.
- Or you can include a simple sentence explaining how you used AI to assist with the assignment, such as "I used ChatGPT to brainstorm ideas for this report and to give feedback on how I could improve what I wrote."

Documenting your Work

- To help avoid concerns about AI plagiarism, you should use tools that help to document the work you have done.

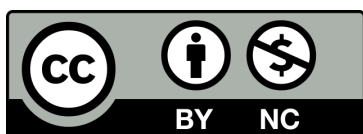
- For example, written projects should be completed entirely inside of Google Docs so that the built in "Version History" tool can record the details of what you wrote. Work should not be done in a different tool and then copied and pasted into Google Docs.

Verifying AI Content

- Remember that AI can make mistakes or produce content that is inaccurate, incomplete, or biased.
- It is important to think critically, evaluate, and double-check the information provided by AI.
- This can include using tools to fact check the information, doing your own research, and asking the AI follow up questions to evaluate potential errors or biases.

Avoid Sharing Private Information

- Many AI tools collect all data that users type in, and can use that data for advertising, training future AI models, or sharing with other organizations.
- Be cautious to avoid sharing sensitive details such as full name, address, personal images, and such.
- Your teacher can inform you if there are certain AI tools approved by the school which allow for more personal information to be shared safely.



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