



City Charter High School Generative AI Policy

Purpose

City Charter High School recognizes the increasing role of generative artificial intelligence (AI) in education and its potential to enhance learning and productivity. However, AI tools must be used responsibly, ethically, and in alignment with academic integrity. This policy establishes guidelines for appropriate use by both students and staff.

Academic Ethics and Integrity

Generative AI tools, such as ChatGPT, Grammarly, and image or code generators, must be used in a way that upholds the school's academic integrity policies. Students and staff are expected to:

- Submit work that reflects their own thinking and effort.
- Properly attribute AI-generated content when used as a source of inspiration or assistance.
- Avoid using AI to misrepresent their knowledge or skills.

Plagiarism and Unauthorized Assistance

- Any AI-generated content presented as a student's original work without proper acknowledgment will be considered **plagiarism**.
 - Submitting AI-generated essays, responses, or problem solutions without teacher permission is a violation of academic integrity.
 - Students must follow specific guidelines from their teachers regarding AI use in assignments.
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Inappropriate Use of AI

The following uses of generative AI are strictly prohibited:

- Generating or sharing harmful, offensive, or misleading content.
 - Using AI tools to bypass school security, access blocked content, or engage in academic dishonesty.
 - Creating AI-generated deepfakes, falsified communications, or impersonations of staff or students.
 - Engaging in cyberbullying or harassment using AI tools.
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Staff Guidelines

Teachers and administrators may integrate generative AI in ways that enhance instruction while ensuring ethical use. Staff should:

- Clearly communicate when and how students may use AI for assignments.
 - Design classwork and assessments that encourage critical thinking beyond AI-generated responses.
 - Use AI ethically for lesson planning, grading assistance, or feedback, ensuring personal judgment remains the primary factor.
 - Address suspected AI misuse by following the school's academic integrity procedures.
 - Follow best practices for attributing generative AI in sources.
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Student Guidelines

Students may use generative AI tools **except** when explicitly not permitted by their teacher. Acceptable uses include but are not limited to the following:

- Generating ideas for projects or writing assignments (with acknowledgment).
- Using AI for grammar and spelling support.
- Exploring AI-assisted problem-solving as a learning tool, not a substitute for understanding.

Consequences for Misuse

Violations of this policy will result in disciplinary action in accordance with the Academic Ethics and Grading Procedure sections of the Student Handbook. Consequences may include:

- Receiving a grade of 0 (zero) and being expected to re-submit the assignment within one week for a grade of 50%.
 - Additional academic integrity interventions or disciplinary consequences as defined in the student handbook under Grading Procedures.
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Ongoing Review

Given the rapid evolution of AI, this policy will be reviewed periodically to ensure its relevance and effectiveness. The school will provide ongoing guidance to students and staff on responsible AI use.