

Freedom Thinkers Education A.I. Policy

Introduction

Freedom Thinkers Education prides itself on its student's incredible work ethic. To further this strength of the school, it has been decided that Freedom Thinkers will develop a fair policy on the use of A.I. by students, as well as teachers and staff. While creating this policy, many aspects were addressed, such as rules surrounding the use of A.I. by students, proper usage for A.I. while completing assignments and tasks, proper citation when using A.I., and rules surrounding the use of A.I. by teachers and staff members. As a school that prides itself on work ethic, credibility, integrity, and responsibility of students and staff, it is important to address different ways that we can use A.I. as a useful and safe tool rather than something to rely upon, as it continues to evolve in the future. This document outlines the policy that we have chosen to abide by at Freedom Thinkers Education, and should be reviewed periodically by teachers and staff.

Maintaining Integrity and Work Ethic While Using A.I. as a Tool

While using A.I. it is important that you are using it responsibly, safely, and with integrity. All rules surrounding A.I. usage have been put into place to help the students and teachers develop stronger skills in all subjects, all without using A.I. as a replacement for your own work or something to be relied upon.

Policy for A.I. Usage by Students

- 1. Editing and Improving Grammar and Word Choice:** A.I. softwares such as ChatGPT can be used by students 13 or older as a tool to edit their work. Once a student has completed an assignment or task, they are permitted to run their work through A.I. to be edited or can ask it to look at word choice or grammar if they cite it correctly before submitting the assignment. They are not, however, allowed to use A.I. to write their work for them.
- 2. Proper Citation and Credit:** If a student has used A.I. to revise/edit their work or assistance while completing an assignment, they are required to clearly state that they have used A.I. and say what part of the assignment that they used A.I. for (e.g., Word choice edited by ChatGPT).
- 3. Clarification and Assistance:** Students are allowed to ask A.I. questions about certain topics in moderation while they are researching just as they would a teacher or search engine. They can use A.I. to give examples for ideas of how to lay out an assignment (e.g., how to write a policy), but may not directly copy what

it has written or ask it to write it for them. A.I. must be used as a learning tool, not a substitute for their own work.

- 4. Using Other Learning Tools Along With A.I.:** If a student was to use A.I. as a research tool while completing an assignment, it is required that they also look at other sources to verify, because there is no way for A.I. to always be correct. It is important to look at other views while using A.I. to clarify information that is found.
- 5. Consequences and Reporting:** If a student becomes aware of another student misusing A.I., they should report it immediately to their supervising teacher. If a student chooses not to abide by the rules outlined in this policy, the student would be talked to by one of the teachers, and further consequences would follow based on how the situation was handled and the urgency of the matter. The student's parents would also be made aware of the issue and would be talked to about further steps to take to better improve their child's learning experience and skills. In extreme cases, abuse of this policy may lead to dismissal of the student from Freedom Thinkers.

Policy For A.I. Usage of Teachers and Staff

- 1. Creating assignments and instructions:** Teachers and staff are allowed to use A.I. to assist them in making assignments and instructions for students, but may not, however, use it to write their assignments for them. Just like the students at Freedom Thinkers Education, it is valued that teachers are using A.I. as a learning tool. Teachers may use A.I. to help give them ideas of criteria for an assignment, or examples of outlining instructions, but they may not use it to write their assignments and instructions for them.
- 2. Sending and Formatting Emails:** In the case of emails, teachers and staff will be allowed to use A.I. to assist them in formatting and wording emails. Although, the teacher is required to first write all the information included in the email themselves, before further running it through an A.I. software to revise/edit the formatting or wording of the message to make it more clear and concise.
- 3. Documents Sent Home:** Similar to emails, teachers and staff may use A.I. to go over/revise and edit documents that are sent home to parents and students. They must first write the document themselves, before running it through A.I. to assist with formatting and word choice.

- 4. Report Cards and Personal Documents:** When writing personal documents, such as report cards, teachers must ensure the content reflects their own evaluation and feedback. While AI tools may be used to assist with wording and revision, the final comments must remain personal and authentically represent the teacher's professional judgment.
- 5. Consequences:** Staff that have been found not abiding by the policy, may be subject to disciplinary action in accordance with Employment Standards.

Overview and Conclusion:

With A.I. evolving constantly, Freedom Thinkers Education wants to use it as a way to improve learning rather than ignoring it, or letting it become a shortcut for completing assignments and a way to cheat. The goal of Freedom Thinkers is always to use tools in a way to help build students and teachers up and create more variety when it comes to learning in our everyday lives. This policy was carefully created in a way that allows teachers and students to use A.I. in a way that can benefit them rather than take away their learning opportunities and outlines how we can follow through with this in the classroom every day.