Channing Hall Artificial Intelligence (AI) Use Policy

1. Purpose

The purpose of this policy is to guide the ethical, responsible, and effective use of Artificial Intelligence (AI) technologies across all aspects of school life—curricular, extracurricular, and administrative. The policy aims to promote equity, protect student and staff rights, and enhance educational experiences while maintaining academic integrity and upholding the core values of learning.

2. Scope

This policy applies to all students, teachers, staff, administrators, and affiliated members of the Channing Hall community who use or interact with AI technologies in the context of the school's operations, instructional programs, and assessment processes.

3. Definitions

Artificial Intelligence (AI): Technologies capable of performing tasks that typically require human intelligence, including language generation, decision-making, pattern recognition, and data analysis.

AI in Writing: Tools or software (e.g., ChatGPT, Grammarly, Quillbot) that assist in generating, editing, or organizing written content.

4. Guiding Principles

The use of AI at Channing Hall will be governed by the following core principles:

- Transparency: All AI tools in use will be disclosed to stakeholders, including their purpose, functionality, and limitations.

- Equity: AI must be deployed in a way that promotes inclusion and avoids reinforcing bias or discrimination.

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- Privacy and Data Security: AI tools must comply with data protection laws and ensure the security of personal and sensitive information.

- Human Oversight: No AI system will be the sole authority in decision-making that affects student outcomes, discipline, or grading.

- Educational Purpose: AI must support teaching, learning, and operational goals in alignment with the school's mission.

5. Acceptable Uses

AI may be used to:

- Personalize Learning: Adapt instruction to meet individual student needs.

- Improve Administrative Efficiency: Automate or simplify tasks like grading, attendance, or communication.

- Support Special Education: Provide assistive technologies to enhance accessibility and learning for students with disabilities.

- Build Skills: Teach students digital literacy, critical thinking, and responsible AI usage.

6. Unacceptable Uses

The following uses of AI are strictly prohibited:

- Surveillance or monitoring of students or staff without appropriate consent and justification.

- Automated decisions on discipline, grading, or placement without human review.

- Misuse of student data, including collection, sharing, or storage without clear consent.

- Use of AI tools that promote biased, harmful, or discriminatory content.

- Plagiarism or academic dishonesty facilitated by AI.

7. Academic Integrity and AI in Writing

To preserve academic standards while integrating emerging technology, the following rules apply to AI-assisted writing:

Student Responsibilities:

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- AI as a Tool, Not a Substitute: Students may use AI for idea generation, grammar correction, or research support, but must not rely on it to write full assignments or bypass learning.

- Disclosure Required: Any use of AI in the preparation of an assignment must be disclosed, including which tools were used and how they contributed.

- Originality: Assignments must reflect students' own thinking, voice, and critical analysis. AI content must not replace original thought.

Prohibited Academic Uses:

- Plagiarism: Submitting AI-generated work without attribution.

- Ghostwriting: Allowing AI to complete an entire assignment with no personal contribution.

- Over-reliance: Using AI excessively to the point of undermining personal development.

Faculty Responsibilities:

- Promote Awareness: Educators should guide students on ethical AI usage and design assignments that emphasize critical thinking and original work.

- Detection with Caution: Faculty may use AI detection tools but must confirm any suspected misuse through human review.

- Provide Support: Offer resources and instruction on proper citation practices and responsible AI usage.

8. Oversight and Enforcement
- AI Oversight Committee: A diverse committee of educators, administrators, students, and parents will oversee AI usage and policy compliance.

- Training: Staff will receive regular training on AI ethics, applications, and risks.

- Audits: Periodic audits will assess AI effectiveness, equity, and security across the school.

9. Violations and Consequences
Non-compliance with this policy will be considered a violation of school rules and may result in disciplinary actions, including but not limited to:

- Verbal or written warning

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- Revision or resubmission of the assignment

- Loss of access to AI tools or school systems

- Failing the assignment or course

- Suspension or expulsion in severe cases

10. Reporting and Resolution

Concerns about AI misuse should be promptly reported to school administration. All reports will be investigated transparently and resolved fairly, involving relevant stakeholders as needed.

11. Policy Review

This policy will be reviewed annually—or sooner if needed—to adapt to technological developments, legal changes, and community feedback.

12. Acknowledgment

By using AI tools within Channing Hall, all users agree to follow this policy. Violations may lead to disciplinary action and revocation of access to AI systems.

13. Contact Information

For questions, clarifications, or concerns related to this policy, please contact the school administration at [Insert contact details].