



Artificial Intelligence (AI) Policy

Academic Integrity & Responsible AI Use Policy

CRIA offers a high-quality education that not only ensures a strong pursuit of knowledge but also cultivates the values of fairness, justice, compassion, and honesty. To help advance the development of such values, an Academic Integrity Policy has been established for all students. This policy now includes clear guidelines for the responsible and ethical use of **Artificial Intelligence (AI)** in student work.

This policy applies to all classes and school activities, including work submitted for AP courses, reflecting the school's commitment to digital literacy, academic honesty, and preparedness for university-level standards.

Purpose of the Policy

- Develop responsible and ethical behavior in both human and AI-assisted work
- Reinforce respect for original ideas—whether created by peers, scholars, or digital tools
- Protect the integrity of academic achievement across all grades
- Foster understanding of authorship, originality, and proper attribution in a digital age
- Prepare students for global expectations of academic honesty in higher education

Responsible AI Use Guidelines

Artificial Intelligence tools (e.g., ChatGPT, Grammarly, Diffit, etc.) can be valuable learning resources when used appropriately. However, AI must **never substitute** for original student thinking or be used to generate work submitted as one's own. AI tools include any system that generates text, images, code, or feedback using machine learning, including but not limited to ChatGPT, Grammarly, DALL-E, Bard, Copilot, and other generative models.

Permitted AI Use (With Acknowledgment)

- Brainstorming ideas or generating research questions
- Clarifying complex topics or summarizing large texts
- Practicing language or coding syntax (e.g., AP Computer Science)
- Supporting grammar or structure review
- Feedback on rubrics and writing samples for improvements
- Generating visual aids or images for creative projects (with credit)



Prohibited AI Use

- Copying or submitting AI-generated content as original work
- Using AI to write essays, reports, analysis, or reflections
- Inserting AI responses into essays, AP tasks, or other assessments
- Providing AI with personal or confidential data
- Relying on AI to bypass independent inquiry, analysis, or authorship

Disclosure Requirement

Any use of AI must be disclosed clearly in the assignment using a statement such as:

*“AI tools were used to brainstorm ideas and outline this topic using [Tool Name] on [Date].
Final analysis and writing are my own.”*

Failure to disclose AI use when applicable will be treated as plagiarism. Students will be required to sign an agreement regarding the responsible and ethical use of AI as defined within this policy.

MLA Citation (9th edition) of AI use is required and taught through the English Department.

Academic Misconduct Including AI Use

The following behaviors constitute academic misconduct, including improper use of AI:

- **Plagiarism** – Submitting AI-generated or AI-assisted work without citation; passing off automated output as one’s own
- **Collusion** – Using AI collaboratively and submitting identical or modified output without teacher consent
- **Too Much Assistance** – Relying on AI tools to the extent that original thinking is compromised
- **Assessment Dishonesty** – Using AI during exams, AP performance tasks, or other internal assessments and assignments

Consequences for AI-Related Misconduct

All violations involving AI misuse will follow the same disciplinary process as other academic misconduct and will be recorded in the school’s student information system.



Grades 6–8

- **1st offense:** Re-submit work with a 50% penalty
- **2nd offense:** Re-submit with 75% penalty; parents and counselor informed
- **3rd offense:** Re-submit with 100% penalty; parent-principal conference
- Note that this is cumulative over the student's time at CRIA, not per academic year

Grades 9–12

- Each offense results in a **grade of zero**; the student may resubmit for feedback only
- Incident is logged permanently; parents are notified and required to meet with school leadership
- Referred to the Academic Integrity Committee for additional sanctions, which may include:
 - Internal or external suspension
 - Disqualification from honors or leadership roles
 - Notation for college/university recommendations
- Note that this is cumulative over the student's time at CRIA, not per academic year
- For AP students, **violations may result in the disqualification of exam submissions or scores by the College Board**

Commitment to Education and Digital Literacy

CRIA is committed to teaching all students:

- How to critically assess AI-generated information, including for bias
- What is Machine Learning, and what are its uses and limitations
- How to ethically incorporate digital tools into learning
- How to cite and reference AI outputs responsibly
- How to distinguish between permissible support and unacceptable delegation of thinking
- Ongoing teacher training and student workshops will ensure this policy is implemented with consistency and clarity
- How to use Prompt engineering: the practice of crafting clear, purposeful, and well-structured inputs (prompts) when interacting with AI tools



CRIA AI Use Policy aligns with:

- **RAIL standards** (Responsible Artificial Intelligence Literacy),
- **Middle States Association** best practices, and
- **Advanced Placement (AP) Program policies** on AI use

AI Policy for Specific Courses

Computer Science

- **Permitted:** Debugging assistance, syntax correction, exploring algorithmic solutions
- **Prohibited:** Generating full program solutions or completing performance tasks with AI
- **Note:** College Board states: *“Students must not use AI to write, revise, or correct any part of their code submissions.”*

Grade 6-12 Academic Courses

- **Permitted:** Use AI to generate bibliographies or search topics, with teacher oversight
- **Prohibited:** Using AI for analysis or arguments about historical interpretation
- **Disclosure:** Students must clarify sources used, including AI, and verify accuracy through academic texts

Researchers

- **Strictly Regulated Use:**
 - AI **may** be used for planning, organizing research questions, or structuring outlines
 - **AI-generated content is not permitted** in any part of the research paper, presentation, or performance task
 - Students **must disclose** all forms of assistance

- **From College Board Guidelines:**

“The final written report, including literature review, analysis, and conclusion, must be the student’s own original work. AI-generated content may not be included or cited as source material.”



Teacher & Staff Use Policy

Permitted Use

- Drafting lesson plans, rubrics, or correspondence
- Supporting differentiated instruction
- Generating practice problems or review activities
- Synthesizing resources for student enrichment

Prohibited Use

- Entering student-specific data into public AI tools
- Using AI to write narrative feedback without personal review
- Grading solely based on AI output

Disclosure

Teachers must inform students when AI-generated content is used in class materials and ensure its accuracy.

Tool Approval and Privacy Standards

- AI tools must be vetted by IT and Academic Leadership for:
 - Compliance with child data protection laws
 - Relevance and age-appropriateness

Review and Oversight

This policy will be reviewed annually by the **Academic Technology Committee** and **AP Coordinator**, in consultation with the Middle States reaccreditation standards.

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