

AI Acceptable Use Policy Template

AI Acceptable Use Policy

[School Name]

Effective Date: [Date] **Last Revised:** [Date] **Policy Owner:** [Title/Department]

1. Purpose

This policy establishes guidelines for the appropriate use of artificial intelligence (AI) tools by students, faculty, and staff at [School Name]. Our goal is to prepare students for a world where AI is prevalent while maintaining academic integrity, protecting privacy, and ensuring educational value.

2. Scope

This policy applies to: - All students enrolled at [School Name] - All faculty members and instructional staff - All administrative and support staff - All AI tools used for school-related purposes, whether on school devices or personal devices

3. Definitions

Artificial Intelligence (AI): Software systems that can generate text, images, code, or other content in response to prompts. Examples include ChatGPT, Claude, Gemini, DALL-E, and similar tools.

AI-Generated Content: Any text, image, code, or other material produced primarily by an AI tool.

AI-Assisted Work: Work where AI was used as a tool (for brainstorming, editing, research) but the student produced the core content.

4. Student Use Guidelines

4.1 Prohibited Uses

Students may NOT use AI tools:

- ☐ During tests, quizzes, or examinations unless explicitly permitted
- ☐ To complete assignments marked “No AI” by the instructor
- ☐ To generate work submitted as entirely their own
- ☐ To circumvent plagiarism detection
- ☐ To access or generate inappropriate content
- ☐ In ways that violate another person’s privacy or intellectual property

4.2 Permitted Uses (With Disclosure)

Students MAY use AI tools with proper disclosure:

- ☐ Brainstorming and idea generation
- ☐ Research assistance and summarization
- ☐ Grammar and style editing
- ☐ Learning concepts through explanation
- ☐ Generating outlines or structures
- ☐ Debugging code (in computer science classes)

Disclosure Requirement: When AI is used, students must include an AI Disclosure Statement (see Section 8) with their submission.

4.3 Encouraged Uses

Students are encouraged to:

- ☐ Learn how AI tools work and their limitations
- ☐ Critically evaluate AI-generated content
- ☐

- ☐ Understand when AI is helpful vs. harmful to learning
 - ☐ Develop skills to work alongside AI tools
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5. Faculty and Staff Guidelines

5.1 Classroom Use

Faculty should:

- ☐ Clearly communicate AI expectations for each assignment
- ☐ Include AI policy statements on syllabi
- ☐ Design assessments appropriate for an AI-enabled world
- ☐ Teach students to use AI responsibly

5.2 Professional Use

Staff may use AI tools for:

- ☐ Drafting communications (with review before sending)
- ☐ Research and information gathering
- ☐ Administrative tasks and documentation
- ☐ Lesson planning and curriculum development

5.3 Restrictions

Faculty and staff may NOT:

- ☐ Enter student personally identifiable information (PII) into AI tools
 - ☐ Use unapproved AI tools for student-related work
 - ☐ Rely solely on AI for student evaluations
 - ☐ Use AI in ways that violate FERPA or other privacy laws
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6. Data Privacy Requirements

6.1 Approved Tools Only

Only AI tools approved by [IT Department/Administration] may be used with student data. The current approved tools list is maintained at [location/URL].

6.2 Prohibited Data Entry

Never enter the following into AI tools:

☐

Student names or identifying information

☐

Grades or academic records

☐

Health or counseling information

☐

Financial information

☐

Disciplinary records

☐

Any information that could identify a specific student

6.3 Tool Approval Process

New AI tools must be vetted before use. Submit requests to [contact/process].

7. Enforcement

7.1 Violations

Violations of this policy will be addressed according to: - Students: The Academic Integrity Policy and Student Handbook - Faculty/Staff: The Employee Handbook and applicable policies

7.2 Consequences

First Violation	Subsequent Violations
Educational conversation	Escalating consequences per handbook
Assignment redo required	Possible grade penalties
Parent notification (students)	Formal disciplinary process

7.3 Detection

The school recognizes that AI detection tools are unreliable. Suspected violations will be addressed through: - Conversation with the student about their process - Request to explain or defend work - Review of drafts, outlines, or process documentation - Comparison with other student work

8. AI Disclosure Statement

When AI assistance is permitted, students must include this statement:

AI Disclosure for [Assignment Name]

I used the following AI tool(s) in completing this assignment:

Tool(s) used: _____

How I used AI: - ☐ Brainstorming/idea generation - ☐ Research assistance - ☐ Grammar/style editing - ☐ Generating outlines - ☐ Other:

Description of AI use: [Briefly describe how AI assisted your work]

My original contribution: [Describe what you created/wrote/developed yourself]

Student Signature: _____ **Date:** _____

9. Annual Review

This policy will be reviewed annually by [Committee/Role] to ensure it remains current with technological developments and educational best practices.

Review Schedule: - Annual review each [Month] - Mid-year review if significant AI developments occur - Stakeholder feedback collection in [Month]

10. Acknowledgment

I have read and understand [School Name]'s AI Acceptable Use Policy. I agree to abide by these guidelines.

Student Name: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Document History

Version	Date	Changes	Approved By
1.0	[Date]	Initial policy	[Name/Role]

This template is provided by AISL (AI for St. Louis Schools) as a starting point. Customize for your school's specific needs and have reviewed by legal counsel before adoption.