

AI policy CJD International School - Middle School

Guidelines for Secondary and Senior students on the use of AI

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Purpose

These guidelines aim to promote the responsible and ethical use of AI tools while fostering independent thinking and learning skills among students. ChatGPT and other similar tools are meant to support learning, not replace it. Students should be encouraged to work independently and develop skills that are crucial for their education and future through the wise use of technology available to them.

1. Know the responsibility in using AI

Authors (students) are accountable for the accuracy, integrity, and originality of their written results, including the use of any AI tool.

2. AI tools are a support, not your primary source of knowledge

AI tools are to be used to generate ideas, clarify difficult topics, or get guidance. ChatGPT is just one of many tools and does not replace traditional methods of learning, such as reading textbooks, attending classes, and solving problems independently.

3. Copying and pasting answers

Copying and pasting answers without understanding them is a form of academic dishonesty and is strictly forbidden. AI tools can help students understand the material, but final assignments, essays, and projects must be the result of the student's work and reflection. Plagiarism that can be proven by the staff using several tools, will be graded with 0 points and an additional task will/can be given out by the teacher.

0-49% probability of AI use = Grading of the task is up to the subject teacher

50% and more probability of AI use = 0 points given in the task

4. The use of AI for verification and deepening knowledge

Students have to cross-check the answers they are receiving by finding confirmation in other sources, such as books, scientific articles, or credible websites. With the permission of the teacher, the students can gain new perspectives. AI must be declared and clearly explained in any written work by mentioning the prompt.

5. AI to develop critical thinking skills

Instead of searching for ready-made answers, the students can use AI tools to ask questions that help them understand the topic. They can ask for different viewpoints, analogies, or examples that can help deepen their understanding.

6. Providing sources and correct citing

If students use answers or inspiration obtained from any AI, they always have to provide the source and follow the citation rules of the school. This way, they avoid plagiarism and show that they know how to use resources responsibly. Rules are introduced in class and students need to be aware of citing methods.

7. The use of AI to learn languages and improve writing skills

With the teacher's permission, AI can be used to improve parts of texts, learn new vocabulary, or understand grammar. Students are still obliged to formulate their sentences and expressions to develop their language skills actively.

8. Consultations with a Teacher or Mentor

If you doubt whether using AI in a particular situation is appropriate, consult with a teacher or the coordinator. Any use of any AI must follow these AI guidelines.

9. Focus on Self-Development and Experimentation

Students are encouraged to solve problems independently and take on challenges. Any AI tool can be used as an additional method of studying. AI tools can be used to get support through additional feedback, not as a shortcut to get ready-made answers.