

AI STUDENT/PARENT GUIDE

UNDERSTANDING YOUR SCHOOL'S AI POLICIES



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GENERAL ADVICE: 2 simple rules

RULE #1: NEVER do anything your school or educator doesn't let you do. If they say you can't use AI at all, don't use it. Don't try to get around whatever technology they are using to check. It's never worth it to fail or be expelled. No AI Detection tool is 100% accurate and prompts you get from YouTube may or may not work. **Just follow the rules they lay out.**

RULE #2: let's say you didn't violate the policy. You should still NEVER turn in your assignment without running it through [AI Detector Pro](#). Students get flagged on original work because the AI Detector is behind the latest version of ChatGPT. You want to be prepared rather than caught by surprise.

SIMPLE DEFINITIONS OF TERMS USED

1. Institutional Policy: the AI policy that applies across campus (your junior college, college, high school, middle school) to every classroom. Individual educators may be expected to follow it or they might be allowed to set a classroom policy
2. Educator: a teacher or professor for a single subject
3. Classroom Policy: the AI policy that applies to a single classroom/subject and was developed by the educator who leads that classroom.
4. AI Detection Technology: a software that can figure out whether Artificial Intelligence technology was used to create content. AI Detector Pro is an AI Detection technology that flags the use of AI in generating text. AI Detector Pro is an AI Detection technology that flags the use of AI in generating text.
5. AI: Artificial Intelligence is a computer system or software that can do work that is typically done by humans, like writing, researching, problem-solving and analysis. AI is now being used to quickly generate content, which might take a human longer to create than an AI. AI is now used interchangeably with ChatGPT, a technology developed by the company Open AI, but there are other companies that have AI platforms, like Jasper
6. Content: content is information or data or material for the purpose of communication. It includes text, SMS, images, audio and video. Examples include blog posts, social media posts, articles, essays, infographics, podcasts, case studies and more.

INSTITUTIONAL POLICIES

DEFINITION: An institutional policy is a policy that applies across campus (college/high school/middle school) to every classroom. It means the administration sat down and wrote it and every classroom is expected to follow it and the educator will probably be required to enforce whatever penalties are written into the policy for not following it.

- **WHAT YOU SHOULD DO IMMEDIATELY:** get a copy of the institutional policy as soon as possible.

WHERE IT GETS COMPLICATED: sometimes there will be an institutional policy, but the educator might have some freedom in modifying it or the institutional policy is that the teachers/professors can set their own policies. This is why our **Classroom Policies section** (next) might be the most important part of this entire guide. Make sure to read through it.

CLASSROOM POLICIES

DEFINITION: A classroom policy is when your school is letting individual educators develop an AI policy specific to their own classroom. That means your educator will decide how students can use AI for their curriculum and usually how they will enforce what they think exceeds their limits. They may use whatever your school is using to identify AI use or they may use a technology they like more. Ultimately a lot of the decisions around AI may be up to them.

- **WHAT YOU SHOULD DO:** get a copy of a classroom policy on AI as quickly as possible
- **WHAT TO DO IF THEY DIDN'T WRITE IT OUT:** if you're in college, contact the educator and set up a meeting to discuss and ask thorough questions. If you are still in middle school or high school, ask in class, or have your parents contact the administration or the educator for the specific class.

WHERE IT GETS COMPLICATED: the policy might be confusing or the educator may not have considered all the angles (like groupwork). This is why it's important to meet and discuss, but don't be abrasive. Just ask the questions, get the answers and take detailed notes on their answer. After your meeting, follow up. Send the educator your notes and mention that what you sent in the email were your takeaways from the meeting. Ask them to confirm that you have understood your policy correctly. If they respond to that in the negative, set up another meeting. Repeat this process until the professor agrees that you are both on the same page. Your emails help keep track of when you met, the professor's clarifications and any areas of vagueness to you and anyone who would be reading these emails at a later date. This is why you should **NEVER DELETE THEM.**

QUESTIONS YOU SHOULD ASK

This is not a comprehensive list, just a starting point for discussion with your educator or institution.

1. Where can I find the institutional or classroom policy?

Write in where you can find the policy.

2. Who is responsible for enforcing the policy?

Name and email.

3. Will you be running all my assignments through an AI Detection Technology? What is the name of the software? Do you know if it's up to date on the latest version of ChatGPT

Yes/No, software name and is it continually updated to latest version of ChatGPT?

4. What happens if original work is flagged by this technology?
What is the first thing that will happen? What will I need to show to prove that it is original work? How long do I have to do this?

What happens if I'm flagged, how can I prove my work is original, what I need to do to prove myself and how long I have to do it.

5. What is the penalty for AI use?

Write down the penalty

6. What if it's a group assignment and another group member used AI but I didn't? Would the technology be able to flag specific parts of the completed assignment or will it just flag the whole assignment? How would a groupwork situation be handled? What would we need to prove that my part of the assignment was not produced using AI? Am I expected to know that

What happens on a group assignment? Am I expected to know?

classmate is using AI? Will you be penalizing the whole group if 1 person used it and the others didn't?

SOME FINAL THOUGHTS

1. **Just follow the rules:** The easiest thing to do is to follow the rules. Just figure them out and then follow them.
2. **Make sure you won't be falsely flagged:** the second easiest thing to do is to run the assignment through an AI Detection software like [AI Detector Pro](#) before you turn it

in. Revise language that is highlighted until it is flagged as green.

3. Create Digital Paperwork: The third thing to do is create a trail showing that you tried your hardest to figure out the policy, whether it's meeting with the educator or emailing the administration, or even asking questions as you move through the assignment. A little time spent trying to figure out everyone's expectations can pay off. Email makes it easy.

4. Document Your Assignments: Save your work on your computer to show that you have different versions of your assignment. If you're doing groupwork, this is extra-important.