Artificial Intelligence Use

Addendum to Secondary Academic Integrity Policy

At ISH our vision is to develop a community of caring, compassionate, honest, open-minded global citizens who enjoy learning in critical and creative ways. We strive to develop a positive sense of self and engage with our world on a local and global scale.

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International School Haarlem – Artificial Intellegence Addendum

The Academic Integrity Policy is read by all students at the start of the year, with the help of their form tutors. This addendum to the Academic Integrity Policy highlights the additional responsibilities and consequences around the use of Artificial Intelligence at ISH.

> We expect that all students read and follow both the Academic Integrity Policy and the Artificial Intelligence Addendum for their entire time at ISH.

Artificial Intelligence (AI, both LLM and generative) can be a powerful tool for learning. We therefore want to encourage its **ethical** use. This means we are *not* banning the use of AI. Instead, our goal is to *teach* the use of AI. The following rules apply:

- Students will use the ISH Stoplight system to know what AI they can use in their work. Teachers will always inform students about AI use in their tasks.
- Any source that is used, **including any AI-generated material**, must be included in the final product as an in-line citation and/or in the bibliography as necessary. Follow the guidelines laid out in the Academic Integrity Policy for how to cite your work.
- If a student uses a AI for grammar correction or proofreading, it should also be cited in the bibliography.
- All tasks submitted must use the student's original voice and must be their own work. Work that is not their own cannot be graded.
- If a student submits any AI-generated materials as their own authentic work, it will be considered a violation of the ISH Academic Integrity Policy. Please see the main body of the policy for the consequences of violations.
- Turnitin and other AI detection sites (such as, but not limited to, zerogpt, gptzero, quillbot) will be used by staff to ensure the authenticity of student work.
- Teachers may also use student's previous work and confer with other staff members to identify and confirm student's original voice and authentic work.

This addendum explains:

1.   What are teacher and student responsibilities with using AI?

2.   What is the procedure following a suspected incident of AI-generated academic misconduct?

3.   What is the ISH Stoplight Policy?

4.   Resources

Comments or questions about the AI addendum should be directed to Ms Katie Vigna (IT Manager).

1. What are teacher and student responsibilities when using AI?

Teachers will…	Students will…
Use a stoplight policy on assessments to show what AI use is allowed for each task; specific sites are listed as necessary.	Ask for help whenever they are unsure whether AI usage is in line with the stoplight policy for each task.
Investigate student use of AI starting with a conversation with the student, asking questions to find out the student's process.	Take responsibility for AI use and any infractions.
Use Turnitin AI detection to highlight AI-generated text.	Cite all AI generated materials (including text, videos, images, and any other material).
Teach the strengths and limitations of AI with real world issues to highlight how the world is working with AI, and how the debate can inform its use in education.	Utilize form/lesson hours to ask questions about AI use to form own understanding of its power and limitations.
Follow the steps of ISH Academic Integrity Policy as necessary.	Follow the full academic integrity policy.

2. Procedure following a suspected incident of AI-generated academic misconduct:

Evidence

TurnitIn may highlight that a work is likely AI generated, but this is not indisputable evidence and there are cases where work is falsely highlighted as AI. Here are some of the ways a teacher can gain evidence about the situation:

- Conversation with the student – asking the student to explain their reasoning for certain points or to explain why they have used certain examples can help a teacher better understand if the work is the student's own. AI misuse can be decided by the teaching team's best judgment.

- AI Detection Tools- Teachers may use another detection tool other than Turnitin, such as, but not limited to, zerogpt, gptzeto, quillbot, etc.
- If external detection sites and/or form tutor(s) agree Academic Integrity policy has been violated, a behavior note and/or consequence will be logged as necessary.

Consequences

Please see the ISH Academic Integrity Policy for consequences and procedures.

3. ISH Stoplight Policy

Teacher Instructions	Student Responsibilities
Students **are allowed to use** advanced automated tools (artificial intelligence or machine learning tools such as, but not limited to, Dall-E 2 or ChatGPT) on this assessment **if the use is properly cited and credited**. Failure to cite and acknowledge AI-generated contributions will be treated as a violation of the ISH Academic Integrity Policy.	Acknowledge and embrace the responsible use of Artificial Intelligence as a tool for assistance in this assessment. I commit to utilizing AI in a manner that upholds the academic integrity policy and demonstrates originality, ensuring that my work reflects my own understanding and efforts. I understand that any undocumented use of AI in my assessments is a violation of the ISH Academic Integrity Policy.
Students may use AI tools **to help prepare** for this assignment. <u>Only certain AI tools may be used for the task, or AI may only be used for specific parts of the task</u>. The tools and/ or instructions for use must be clear in the instructions for the task. No other use of AI is allowed in the task. Failure to acknowledge the AI-generated contributions will be treated as a violation of the ISH Academic Integrity Policy.	Understand and commit to using the AI tools explicitly mentioned by my teacher responsibly for the selected parts of my task in which it is allowed. I will maintain academic integrity by ensuring the work I produce reflects my own original understanding and citing any AI-generated contributions. I understand that any undocumented use of AI in my assessments is a violation of the ISH Academic Integrity Policy.
Students are **not** allowed to use advanced automated tools (artificial intelligence or machine learning tools such as, but not limited to, Dall-E 2 or ChatGPT) on this assessment. Each student is expected to complete this assignment without the assistance from others, including automated tools.	Affirm that I will **not** utilize Artificial Intelligence tools (AI) tools or applications for any aspect of this task. I understand that the use of AI in this task is strictly prohibited, and that any violation of this policy is a violation of the ISH Academic Integrity Policy. I commit to completing my tasks with my own efforts, ensuring academic integrity and the authenticity of my work.

4. Resources

1. [Understanding AI](#) from the [Sentient Syllabus Project](#)
2. [Syllabus Resources](#) from the Sentient Syllabus Project
3. [Academic Integrity Policy](#) from RISS (only sections on AI)
4. [Stoplight Policy for using AI](#)
5. [ISH Academic Integrity Policy](#)
6. Lake Highland Prep School via Veracross