RHS IB Artificial Intelligence (AI) Policy

This policy outlines the acceptable and unacceptable uses of artificial intelligence (AI) for student assignments within the Riverview International Baccaulaureate Programmes and coursework (Pre-IB, DP & CP). This policy is rooted in concordance with both the IB AI Policy and Sarasota County Schools AI Policy and provides clarification for expectations of use in Riverview IB Programmes. The primary purpose of this policy is to foster academic integrity and ensure that all student work reflects their own critical thinking, creativity, and understanding of the subject matter. This policy is shared with students and parents at the beginning of each year including specific citation requirements and disciplinary action. Teachers will provide explicit instruction at the start of the year on ethical AI use, citation, and verification. As AI is ever-changing, the policy will be reviewed annually to reflect and maintain the integrity for all stakeholders. This policy was written and developed with faculty and student input.

General Principles

- **AI as a Tool, not a Replacement:** AI should be treated as a supplementary tool for learning, similar to a calculator or spell-checker. It is intended to assist in the process of research and as a thought partner, not to replace the student's own work and critical thinking.
  - **Misuse:** the following instances are defined as misuse and misconduct
    - Submitting AI-generated text without substantial revision
    - Using AI to avoid reading assigned texts
    - Using AI in assessments labeled "no AI use permitted"
- **Academic Integrity:** Using AI to complete an entire assignment without proper acknowledgment is considered a form of academic misconduct. Any work submitted must be the student's own, with AI-generated content used only as an aid and correctly cited. Failure to uphold academic honesty and integrity will result in a disciplinary Honor Council meeting.

Permissions and Approval

- **Permission Required:** Before using any AI tool for an assignment, **students must obtain explicit permission from the teacher.** This is a prerequisite for any citation and helps the teacher guide the student on the appropriate and ethical use of AI for the specific task and learning goals.

Usage Restrictions

- **IB Group 2 Prohibition:** For all assignments in IB Group 2 (Language Acquisition), the use of generative AI for language translation or content creation is **strictly prohibited**. This includes, but is not limited to, using AI to write essays, summarize texts, or translate phrases for a submission. The purpose of this group is to demonstrate the student's own proficiency in the target language.

Citation and Attribution

- **Complete Citation Required:** The use of AI must be fully and transparently disclosed. This includes citing the AI tool both parenthetically within the text and in a bibliography (References or Works Cited) section at the end of the assignment.
- **Parenthetical Citation:** In the body of the paper, a short citation must be included every time AI-generated content is used or referenced. This citation should include the AI tool's name and a shortened version of the prompt.
  - **Example (MLA Style):** A detailed description of the novel's themes was provided by the AI ("Summarize the themes...").
  - **Example (APA Style):** The AI provided a list of historical events related to the topic (OpenAI, 2023).
- **Works Cited / References:** A full citation for the AI tool must be included in the final bibliography. The citation must include the full text of the prompt used to generate the content.
  - **Example (MLA Style):** "Provide a summary of the themes in Jane Austen's *Pride and Prejudice*." *ChatGPT*, version GPT-4, OpenAI, 15 Aug. 2025, chat.openai.com.
  - **Example (APA Style):** OpenAI. (2025). *ChatGPT* (version GPT-4) [Large language model]. Retrieved August 15, 2025, from https://chat.openai.com/.
- **Citation Style Expectations**: You must use the citation styles as listed below for each of the subject areas. If permission has been granted by the instructor, you may use a different citation style.
  - **English Language Arts**: MLA
  - **Math:** MLA
  - **Science:** MLA
  - **Social Studies:** APA or MLA

Verification of Sources

- **AI Sources Worksheet:** For every assignment where AI is used, a **Verification of AI Sources Worksheet** must be completed and submitted alongside the assignment. This worksheet requires the student to:
  - List the specific AI tools used.
  - State the full prompts used.
  - Explain how the AI-generated content was used (e.g., for brainstorming, outlining, or drafting).
  - Describe the process of verifying and editing the AI-generated content to ensure accuracy and to make it the student's own work.
- **Teacher's Right to Verify:** The teacher reserves the right to request a copy of the full AI chat log or to ask students to explain their prompts and the subsequent modifications they made to the AI-generated content.

Acknowledgement and Agreement

By signing below, we acknowledge that we have received, read, and understand the **AI Use Policy** for academic assignments. We understand our student(s) have received explicit instruction provided by this teacher regarding ethical AI use, citation, and verification. We have asked questions and know where to find the Verification Form for all future assignments. We agree to adhere to all the principles and requirements outlined in the policy, including:

- Maintaining **academic integrity** when using AI tools for school work
- Obtaining **teacher permission** before using any AI tool for an assignment.
- Understanding the **prohibition of AI use** for all IB Group 2 assignments.
- Following the required procedures for **citing and attributing** all AI-generated content.
- Completing and submitting the **Verification of AI Sources Worksheet** with any relevant assignments.

We understand that failure to comply with this policy will be considered a breach of academic honesty and integrity and may result in disciplinary action.

Student AI Education conducted on (teachers fill in date here) in (teachers fill out class name here).

Student Signature

Name: _____

Signature: _____

Date: _____

Parent/Guardian Signature

Name: _____

Signature: _____

Date: _____