

Artificial Intelligence (AI) Policy

Grades K–8 • Effective 2025–2026

Applies to students, staff, and families

Purpose & Guiding Principles

As a Catholic school, we believe technology should support — not replace — the unique gifts God has given every person. Artificial intelligence (AI) can be a valuable educational tool when used with integrity, honesty, responsibility, and respect for human dignity.

AI should enhance learning, creativity, and problem-solving while preserving authentic human relationships, independent thinking, and academic effort. Students must continue developing their own skills, judgment, and creativity rather than relying on AI to do their work for them.

This policy applies to all AI tools, including chatbots, writing assistants, image generators, AI-powered search tools, music/video generators, and similar technologies.

Core Principles

- **Learning First:** AI supports learning but may never replace student effort, critical thinking, or creativity.
 - **Honesty & Transparency:** Students and staff must disclose approved AI use. Presenting AI-generated work as entirely one's own is dishonest.
 - **Human Dignity:** AI may never be used in ways that humiliate, exploit, impersonate, or disrespect others.
 - **Privacy & Safety:** Personal information, student records, passwords, photos, and identifying details may never be entered into AI systems.
 - **Critical Thinking:** AI can be inaccurate or biased. Information produced by AI must always be verified using trusted sources.
 - **Digital Citizenship:** AI must be used respectfully, responsibly, and in ways consistent with Catholic values and school expectations.
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Student Use of AI

Default Rule

Students may use AI tools only with direct teacher permission and supervision. Permission applies only to the specific assignment or activity.

Acceptable Uses

Students may use AI tools to:

- Brainstorm ideas for projects, stories, or presentations
- Receive explanations or summaries of difficult concepts
- Generate practice questions or study materials
- Check spelling, grammar, or organization in their own writing
- Create visuals or media for projects when creative production is not the primary learning objective
- Support reading access through read-aloud or accessibility tools

Unacceptable Uses

Students may not:

- Submit AI-generated essays, assignments, or projects as their own work
- Use AI to complete math problems when practicing the process is the learning goal
- Use AI to summarize required reading when the purpose is to build reading skills
- Use AI-generated media when the assignment requires students to create original artistic work themselves
- Replace teacher or peer interaction with AI
- Use AI without teacher permission or fail to disclose its use
- Enter personal or identifying information into AI tools
- Create images, videos, audio, or voice clones of real people without consent
- Create graphic, violent, harmful, or degrading AI-generated content

Students must always acknowledge when AI was used and ensure the final work reflects their own thinking and effort.

Privacy, Images & Human Dignity

Student privacy is protected by federal law, including FERPA and COPPA. Violations involving images, recordings, or personal information are considered serious disciplinary matters.

The following are strictly prohibited:

- Uploading photos or videos of students, teachers, or staff into AI tools
- Entering another person's personal information into AI systems
- Creating AI-generated images, videos, or voice imitations of real people without permission
- Creating content that harms, humiliates, or violates the dignity of another person
- Sharing personal information such as names, addresses, phone numbers, passwords, or locations

AI-generated "deepfakes," impersonations, face-swaps, or synthetic media involving members of the school community are prohibited, even as jokes or pranks.

Teacher & Staff Use of AI

AI can support teachers in planning, organization, and instruction when used responsibly.

Acceptable Staff Uses

Staff may use AI to:

- Generate lesson ideas, practice activities, rubrics, quizzes, or instructional materials
- Differentiate reading materials or learning supports
- Analyze classroom trends or organize information
- Brainstorm projects or instructional strategies
- Improve clarity and tone in school communications
- Create educational graphics, videos, or classroom resources

Staff Responsibilities

Staff may not:

- Enter personally identifiable student or family information into AI tools
- Use AI to make final grading or disciplinary decisions without personal review
- Allow AI to replace professional judgment or direct instruction
- Use unapproved AI platforms with students

Teachers remain fully responsible for all instructional decisions, grading, and student feedback.

Academic Integrity & Consequences

Students are expected to produce original work unless AI use is specifically permitted by the teacher.



Incident Level	Possible Consequences
First Incident	Failing grade on assignment, parent notification, teacher conference, and educational reflection
Repeated Incidents	Administrative referral, parent meeting, possible loss of credit or additional disciplinary action
Severe Misuse	Suspension or further consequences for harassment, privacy violations, harmful content, or impersonation

Using AI-generated work without disclosure may be treated as plagiarism or cheating under existing school policies.

Off-Campus Use & Family Partnership

This policy applies whenever AI is used for school-related purposes, including homework, projects, school accounts, or school-related online communication.

Families are encouraged to:

- Monitor student AI use at home

- Reinforce academic honesty expectations
- Discuss safe and responsible technology use
- Ensure appropriate privacy and safety settings are enabled on devices

The school values partnership with families in helping students use technology wisely and ethically.

Age Requirements & Approved Tools

Most commercial AI platforms require users to be at least 13 years old.

- **K–5 students** may use only school-approved, teacher-directed AI tools.
- **6–8 students** may use approved AI platforms with teacher permission.
- Teachers must verify that any AI tool used in class meets school privacy and safety requirements.

No AI tool may be used with students unless it has been reviewed and approved by school administration or the technology department.

AI Literacy & Policy Review

Our school is committed to teaching students how AI works, its limitations, and the ethical responsibilities that come with using it.

Students will learn:

- How AI generates information
- Why AI can make mistakes or show bias
- How to verify information using reliable sources
- How technology should respect truth, human dignity, and relationships

Because AI technology changes rapidly, this policy will be reviewed and updated annually to ensure it continues to support the school's mission of faithful and excellent education.