

Student Use of Artificial Intelligence Policy

Purpose

University Preparatory School (U-Prep) believes that preparing students for success requires not only academic excellence but also the development of integrity, sound judgment, and responsible digital citizenship. Artificial intelligence tools can support learning and accessibility when used responsibly, but they can also create risks: inaccurate information, unfair academic shortcuts, privacy exposure, and harm through harassment or manipulated media. This policy sets clear expectations for student AI use so that technology strengthens learning, expands access to information, and prepares students to engage thoughtfully and ethically with a rapidly evolving world.

Scope

This policy applies to all students when they are on School property, participating in School activities, using School devices/networks/accounts, or engaging in School-related online environments. It applies to all AI-enabled tools, including generative AI (text, images, audio, video), chatbots, embedded AI features in educational platforms, and AI editing or enhancement tools.

Definitions

“Artificial Intelligence (AI)” refers to computer-based systems that can generate outputs such as text, images, audio, video, recommendations, or decisions based on inputs. A “prompt” is what a user enters into an AI tool. An “output” is what the AI produces.

An *“Open AI system”* is a general-purpose AI service that is broadly trained and not specifically protected for School use; open systems may store prompts and outputs in ways the School cannot control. A *“Closed AI system”* is a School-approved AI tool designed for a defined purpose and configured and governed for school use with appropriate safeguards.

The *“Approved AI Tools List”* is the list of specific AI tools (and the specific purposes for which they may be used) that the school approves for students and staff.

“Student PII” (personally identifiable information) includes direct identifiers (student name, student ID) and indirect identifiers or sensitive student information that could reasonably identify a student or reveal protected information about them.

General rules for student AI use

Students may use AI tools for Schoolwork only when the teacher or School has allowed AI use for that assignment or activity and the student follows the assignment's instructions about disclosure, citation, and allowed support. Students remain responsible for their learning and conduct. AI may assist, but it may not replace the student's thinking, effort, or accountability.

Permitted uses

Students may use AI only when, and only to the extent that, their teacher expressly allows it for a specific assignment or activity. Students should assume AI is not permitted unless the teacher says otherwise. The teacher decides whether AI may be used, for what purpose, with which approved tool, and whether students must keep drafts, prompts, or other process notes. A teacher may also limit or revoke permission at any time.

When a teacher authorizes AI, students may use approved tools to support the learning goal, such as brainstorming, outlining, practice, explanations, or approved accessibility supports.

Prohibited uses

Students may not use AI to submit work that is not genuinely their own demonstration of learning, unless the teacher explicitly assigns AI use as part of learning. Prohibited academic integrity violations include copying AI generated writing or solutions and presenting them as original student work; using AI during quizzes or assessments without explicit permission; generating fake citations, fake quotes, or invented "facts"; and using AI to disguise plagiarism or to rewrite another person's work as a shortcut.

Students may not use AI tools to harm others or to violate School safety rules. This includes using AI to bully, harass, intimidate, discriminate, threaten, impersonate, or embarrass others; creating or sharing deepfakes or manipulated media to harm a student or staff member; creating or requesting sexually explicit content; or creating content that encourages self-harm or violence.

Students may not attempt to bypass School technology protections, filters, or monitoring.

Academic integrity and disclosure

Teachers will specify, for each major assignment, whether AI use is not allowed, allowed with disclosure, or required as part of instruction.

Students must be able to explain their work. If asked, students must demonstrate understanding and describe how they developed the final product.

The School will use fair, documented processes when academic integrity concerns arise. Staff may use multiple sources of information to understand what occurred (student conversation, drafts/process work, teacher observations, and other evidence).

Privacy and data protection

Students must protect personal and student information. Students must not enter, upload, or share student PII in any AI system unless a teacher confirms the use is approved and the tool is authorized for that purpose.

If a student accidentally enters personal information into an AI tool, the student must report it to the teacher or School office immediately so the School can take protective steps.

Monitoring and supervision

Students and families should understand that School devices, School accounts, and School networks are monitored to protect students and maintain a safe learning environment, consistent with School technology and safety rules. Students should not expect private communications on School systems in ways that conflict with School safety and policy requirements.

Incident reporting and response

Students should immediately notify a teacher or administrator if they: entered personal information into an AI tool; encountered content involving self-harm, sexual content, hate speech, threats, or unsafe advice; or became aware of deepfake/impersonation or AI-based harassment involving the School community.

The School will respond using its incident response procedures, which may include containing access to the tool, preserving evidence, notifying families as appropriate, providing student support, and applying School discipline policies where required.

Enforcement

Violations of this policy may result in instructional re-teaching, restorative responses, loss of technology privileges, academic consequences consistent with classroom expectations, and/or discipline consistent with the student handbook and applicable School policies. Serious violations involving bullying, harassment, threats, or sexually explicit content may require immediate administrative action and safety interventions.