Responsible Use of AI Tools and Technologies Policy

INTRODUCTION

At IST, we recognize the importance of incorporating Artificial Intelligence (AI) tools and technologies in education. AI can enhance learning experiences, promote critical thinking, and offer valuable resources. However, it is crucial to ensure the responsible and ethical use of AI tools and technologies. This policy outlines the guidelines and expectations for students, teachers, administrators, and parents in utilizing AI tools and technologies at our school. The following policy is created in alignment with the AI policies of University of Tartu and the guidelines of the Estonian Ministry of Education.

International Baccalaureate Policy Alignment

The International Baccalaureate's formal stance on the responsible use of AI tools and technologies states: "*The IB will not ban the use of AI software. The simplest reason is that it is the wrong way to deal with innovation.*" IST recognizes the importance of aligning our academic integrity policy with the guidelines set forth by the International Baccalaureate (IB).

The IB emphasizes the responsible and ethical use of AI tools and technologies in academic settings. According to the IB's guidelines on academic honesty, students should be cautious and transparent when utilizing AI tools, ensuring that they understand and adhere to the principles of academic integrity (International Baccalaureate). The IB's stance emphasizes the need for students to develop their own skills and knowledge while utilizing AI tools as aids for learning rather than relying solely on them. As stated by the IB, students should seek guidance from teachers to ensure proper use of AI tools, including appropriate citation and acknowledgement of sources (International Baccalaureate).

By aligning our policy with the IB's recommendations, we aim to foster a culture of responsible and ethical use of AI tools and technologies within our academic community.

Purpose

The purpose of this policy is to:
a) Promote ethical, safe, and responsible use of AI tools and technologies.
b) Foster awareness of the potential benefits and risks associated with AI.
c) Encourage critical thinking, digital literacy, and data privacy awareness.
d) Establish guidelines for appropriate use, citing sources, and avoiding plagiarism.
e) Define the roles and responsibilities of students, teachers, administrators, and parents in implementing AI tools and technologies.

RESPONSIBLE USE GUIDELINES

a) Students:

i) When electing to use AI tools and technologies for educational purposes must do so with integrity and honesty.

ii) Understand the ethical implications of AI and the importance of respecting privacy and data protection.

iii) Cite and acknowledge **original** sources appropriately when using AI-generated content.

iii.1) Are required to determine the original sources on which any AI output is based.

iv) Are required to produce a written paraphrase of any AI-generated content as the basis of any formal submissions and must be available for teacher's appraisal upon request.

iv.1) may be required to supply the original interaction and responses of the a.i. platform upon demand. (Official recommendation: Save all A.I. Interactions and Responses.)

v) Adhere to the school's academic integrity policy, avoiding plagiarism and unauthorized collaboration (Collusion).

vi) Seek guidance from teachers when unsure about the appropriate use of AI tools and technologies.

vii) Students will be educated on the ethical use of AI through workshops and seminars, ensuring they are well-informed digital citizens.

b) Teachers:

i) **Electively**, integrate AI tools and technologies into the curriculum to enhance learning experiences in accord with the requirements and nature of their discipline and expertise.

ii) Instruct students on the responsible and ethical use of AI, including data privacy and digital citizenship.

iii) Teach students how to critically evaluate AI-generated content and differentiate between reliable and unreliable sources.

iv) Set clear guidelines for citing sources and avoiding plagiarism when utilizing AI tools **based on IST AI policy**.

v) Report any concerns related to AI tools and technologies to the appropriate school authorities.

vi) Reserve the right to demand students to provide an oral defence of any submitted academic work before providing final grade, to demonstrate correct use of AI tools and technology and subsequent understanding of course material.

vii) Teachers will undergo regular training sessions to stay updated on the ethical implications and best practices in the use of AI tools and technologies.

c) Administrators:

i) Establish processes and procedures that ensure the responsible use of AI tools and technologies as per requirements and needs of faculty and subject disciplines.

ii) Provide professional development opportunities for teachers to enhance their knowledge and skills in utilizing AI.

iii) Ensure compliance with data privacy regulations and protect student information when using AI tools.

iv) Collaborate with teachers, parents, and students to address any academic, ethical or safety concerns related to AI.

v) Provide ongoing, timely education and guidance to parents concerning the academic nature of AI and its ethical and responsible application to student schoolwork.

d) Parents:

i) Encourage their children in the ethical and responsible use of AI tools and technologies.

ii) Foster discussions both about the benefits and risks of AI, promoting critical thinking and digital literacy skills.

iii) Support the school's academic integrity policy and reinforce the importance of proper citation and avoiding plagiarism.

iv) Stay informed about the AI tools and technologies being used at the school and engage in open communication with teachers and administrators about correct usage of these technologies.

DATA PRIVACY AND SECURITY

a) All AI tools and technologies used at IST must comply with applicable data protection and privacy laws.

b) Student data collected and processed by AI tools should be handled securely and used solely for educational purposes.

c) Consent from parents or guardians should be obtained before collecting and processing identifiable student data through AI tools and technologies.

d) Regular monitoring and evaluation of AI tools and technologies will be conducted to ensure data privacy and security.

e) We adhere to the principles of fairness, transparency, and accountability in the use of AI tools and technologies. All AI applications must undergo an ethical review to ensure they align with these principles. We commit to maintaining a high level of transparency in our AI applications, including providing clear explanations for AI decisions when required.

f) All data collected through AI tools will be stored securely, with access restricted to authorized personnel only. Data will be anonymized wherever possible and deleted when no longer needed for educational purposes.

POLICY COMMUNICATION AND REVIEW

a) The AI Responsible Use Policy will be communicated to all stakeholders, including students, teachers, administrators, and parents.

b) Regular review of the policy will be conducted to incorporate advancements in AI technology, address emerging ethical issues, and align with relevant school policies.

c) This policy will be reviewed annually to ensure it remains aligned with current ethical standards and technological advancements.

By adhering to this Responsible Use of AI Tools and Technologies Policy, IST aims to foster a culture of integrity, critical thinking, and responsible digital citizenship among students.

REFERENCES

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