Grainger County Schools Responsible AI Use

A Guide for Students

Artificial Intelligence (AI) tools like generative text and image creators can be powerful resources for learning, creativity, and productivity. As you use these tools, it is essential to understand how to use them responsibly. Lying/Cheating is not acceptable.

1. Academic Integrity: Always Be Honest

Do:

- **Cite your sources.** If you use AI to brainstorm an idea, summarize a concept, or generate an initial draft, you must acknowledge its role. See the example at the bottom of the page.
- **Proofread and verify.** AI can make mistakes or "hallucinate" false information. You are responsible for the accuracy of any work you submit. Always check facts and data generated by an AI tool.
- **Use AI for support, not substitution.** Use AI to help with brainstorming, outlining, research, or revising your work. The final product should be your own effort and critical thinking.

Don't:

- **Pass off AI-generated work as your own.** Submitting a piece of writing, code, or artwork created entirely by AI without proper citation is plagiarism and a violation of academic policy.
- **Input assignment prompts without guidance.** Before using AI on an assignment, check with your teacher, to understand their specific rules on AI use.

2. Privacy and Data Security

AI tools learn from the data you give them. Be mindful of what you share. Do not give any AI information that could identify who you are or where you are. The information you give is not normally kept private.

Gemini was used to help produce this handout.

Grainger County Schools AI Decision Tree for Student Use

This flowchart helps you decide when and how to use Artificial Intelligence (AI) tools responsibly for schoolwork.

Step	Question	Yes	No
1	**Is AI use allowed for this assignment?** (Check prompt or ask teacher.)	Proceed to Step 2.	**STOP.** Do not use AI.
2	**Is AI use only for support?** (e.g., brainstorming, outlining, grammar check.)	Proceed to Step 3.	Proceed to Step 4.
3	**Will the final product reflect *your* original effort?** (AI is a tool, not a substitute.)	**USE AI.** Cite the tool (Step 5).	**STOP.** Final work must be yours.
4	**Are you having it generate a lot of the work?** (Writing paragraphs, solving complex problems, creating final art.)	**ASK TEACHER.** Explain *exactly* what you plan to generate.	Proceed to Step 6.
5	**Did you use AI to create or significantly revise *any* part of your work?**	**CITE THE AI.** Acknowledge its role.	Submit your work.
6	**Does the task involve inputting sensitive or personal information?**	**STOP.** Never input private data into public AI tools.	**RE-EVALUATE:** Go back to Step 1.

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Key Reminders:

- **Verify:** AI facts/information must be checked by you. You are responsible for accuracy.
- **Privacy:** Do not share personal information with AI tools.
- **Integrity:** The work submitted must demonstrate *your* learning.