

Guidance on the Use of AI in Our School System

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Purpose

This document guides our administration, faculty, staff, students, and school communities on the appropriate and responsible use of artificial intelligence (AI), particularly generative AI tools, in classroom instruction, school management, and systemwide operations. Thoughtful management of generative AI use will allow Enlightium Academy to leverage the benefits for education and mitigate potential risks.

Artificial intelligence refers to computer systems that are taught to automate tasks normally requiring human agency. "Generative AI" refers to tools, such as Copilot, ChatGPT, Gemini, Claude, Midjourney, DALL-E, and Sora that can produce new content, such as text, images, videos, or music, based on subtle and complex patterns they detect from their training data.¹ This is made possible through "unsupervised machine learning," a subset of AI where computers process data utilizing a variety of complex algorithmic abstractions in order to infer patterns that are hard for humans to detect readily or by traditional computational methods. While generative AI tools show great promise and often make useful content, they are designed to statistically predict what is right, which is not always the case. As a result, their output can be inaccurate, incomplete, or even misleading.

Scope

This guidance applies to our administration, faculty, staff, students, and all third parties who develop, implement, or interact with AI technologies used in our education system. It covers all AI systems used within our Enlightium educational setting including, but not limited to, generative AI models, intelligent tutoring systems, conversational agents, automation software, and analytics tools. This guidance complements our [Biblical Philosophy of Technology](#), [Character Traits at](#)

¹ OpenAI. (2023). ChatGPT (September 25 Version) [Large language model]. <https://chat.openai.com>

[Enlightium Academy](#), and existing policies on data protection, academic integrity, and student support.

Guiding Principles for AI Use

The following principles guide the appropriate and safe use of AI at Enlightenment. The key areas that situate our principles are faith and values, educational goals, teacher and student responsibility, academic integrity, and security. We commit to adopting internal procedures to put each principle into daily operations and practices.

1. ***Faith and Values first. We use AI in alignment with existing Enlightenment policies and regulations.*** All technologies used at Enlightenment, including AI, are subject to our [Biblical Philosophy of Technology](#), Statement of Faith, and our Philosophy of Christian Education. We will thoroughly evaluate existing and future technologies on the basis of our faith and values and address any gaps in compliance that might arise.
2. ***Purposeful Use. We use AI to help our school system and all of its stakeholders achieve their mission and goals.*** We will use AI to help us reach Enlightenment's mission and goals, including improving student learning, teacher effectiveness, and school operations. We aim to make AI resources appropriately accessible, focusing especially on creating more personalized teacher and student learning opportunities. We are committed to evaluating AI tools for unbiblical biases and ethics, ensuring they effectively serve the mission of our educational community. Our use of AI is strategically aimed at serving our mission and goals.
3. ***Informed Use. We educate our faculty, staff, and students about AI.*** Promoting AI literacy among faculty, staff, and students is central to addressing the risks of AI use and teaching critical skills for students' futures. Faculty, staff, and students will be given support to develop their AI literacy, which includes determining and measuring potential risks on the basis of our shared faith, values, and principles of AI guidance, how to use AI, when to use it, and how it works, including foundational concepts of computer science and other disciplines. We will support teachers in adapting instruction in a context where some or all students have access to generative AI tools.
4. ***Forward Thinking. We explore the opportunities of AI and address the risks.*** In maintaining our commitment to providing a high standard of education from a biblical worldview, we will work to realize the benefits of AI in education, address risks associated with using AI, and evaluate if and when to use AI tools, while staying aware of potential inaccuracies and unbiblical biases.

5. ***Christ-like Use. We strive for academic integrity with our use of AI.*** Teachers and students are committed to biblical integrity as outlined in our [Character Traits at Enlightium](#), and especially relevant are the characteristics of honesty and responsibility. Students should exemplify responsibility by giving credit to sources and tools when used, and honesty by presenting work that is their own for evaluation and feedback.

6. ***People First. In view of the image of God, AI technology should never replace but support human creativity, relationships, and reasoning.*** We aim to maintain student and teacher responsibility, relationality, and rationality when using AI tools. Faculty, staff, and students are responsible agents, created in God's image, making wise use of AI tools. AI tools support our decision-making but AI tools are always subject to our decision-making. Our faculty, staff, and students will be responsible and accountable for pedagogical or decision-making processes where AI systems may inform decision-making. AI tools, therefore, are aimed at maximizing the creativity and personal relationships of our team as opposed to replacing our creativity and relationships. Following these principles, we are committed to our faculty and staff and using AI tools to expand their unique potential and skills to serve our students in ways that only humans can.

7. ***Always Discerning. We commit to auditing, monitoring, and evaluating our school's use of AI.*** Understanding that AI and other technologies are evolving rapidly, we commit to frequent and regular reviews and updates of our policies, procedures, and practices on the basis of the unchanging biblical foundations and Christian values of Enlightenment Academy.

Responsible Use of AI Tools

Enlightium Academy recognizes that responsible uses of AI will vary depending on the context (E.g., classroom activity or assignment). Teachers will clarify if, when, and how AI tools will be used, with guidance from current policies, practices, principals, and the administration. Further, the school system will ensure compliance with applicable laws and regulations regarding data security and privacy. Appropriate AI use will therefore take into account these specific parameters and contexts. Below are some examples of responsible uses that serve educational goals effectively and appropriately.

Student Learning

- **Aiding Creativity:** Students can harness generative AI to spark creativity across many subjects, including writing, visual arts, and music composition.

- **Collaboration:** Generative AI tools can provide support for students in group projects by contributing concepts, supplying research support, and identifying relationships between varied information.
- **Communication:** AI can offer students real-time translation, personalized language exercises, and interactive dialogue simulations.
- **Content Creation and Enhancement:** AI can help generate personalized study materials, summaries, quizzes, and visual aids, help students organize thoughts and content, and help review content.
- **Tutoring:** AI technologies have the potential to expand access to one-to-one tutoring and support, making personalized learning more accessible to a broader range of students. AI-powered virtual teaching assistants may provide non-stop support, answer questions, help with homework, and supplement classroom instruction.

Teacher Support

- **Assessment Design and Analysis:** In addition to enhancing assessment design by formulating potential questions and providing standardized feedback on common mistakes, AI can, under the guidance and knowledge of faculty, conduct diagnostic assessments to identify gaps in knowledge or skills and enable rich performance assessments. Teachers will ultimately be responsible for evaluation, feedback, and grading, including determining and assessing the usefulness of AI in supporting their grading work. Student use of AI in assessments is determined by the nature of the assessment, content objectives, and teacher.
- **Content Development and Enhancement for Differentiation:** AI can support educators by differentiating curricula, formulating potential lesson plans, generating diagrams and charts, and customizing independent practice based on student needs and proficiency levels. Teachers will determine the usefulness of the AI-generated content and personally tailor the content according to their unique teaching styles, knowledge base, and general teaching experience. This follows the last three principles above Christ-like Use, People First, and Always Discerning.
- **Continuous Professional Development:** AI can support educators by forming teaching and learning strategies based on student needs, personalizing professional development to teachers' needs and interests, outlining possible collaborative projects between subjects or teachers, and offering simulation-based training scenarios such as teaching a lesson or managing a parent/teacher conference.
- **Research and Resource Compilation:** AI can aid educators by referencing books or articles relevant to a lesson and informing teachers about teaching techniques, up-to-date research, and methods.

School Management and Operations

- **Communications:** AI tools can help draft and refine communications within the school community, deploy chatbots for routine inquiries, and provide instant language translation.
- **Operational Efficiency:** Staff can use AI tools to support school operations and streamline administrative processes, including scheduling courses, automating inventory management, increasing energy savings, and generating performance reports.
- **Learning Management Systems (LMS):** AI can analyze student performance data to provide insights to educators, helping them tailor instruction or interventions.

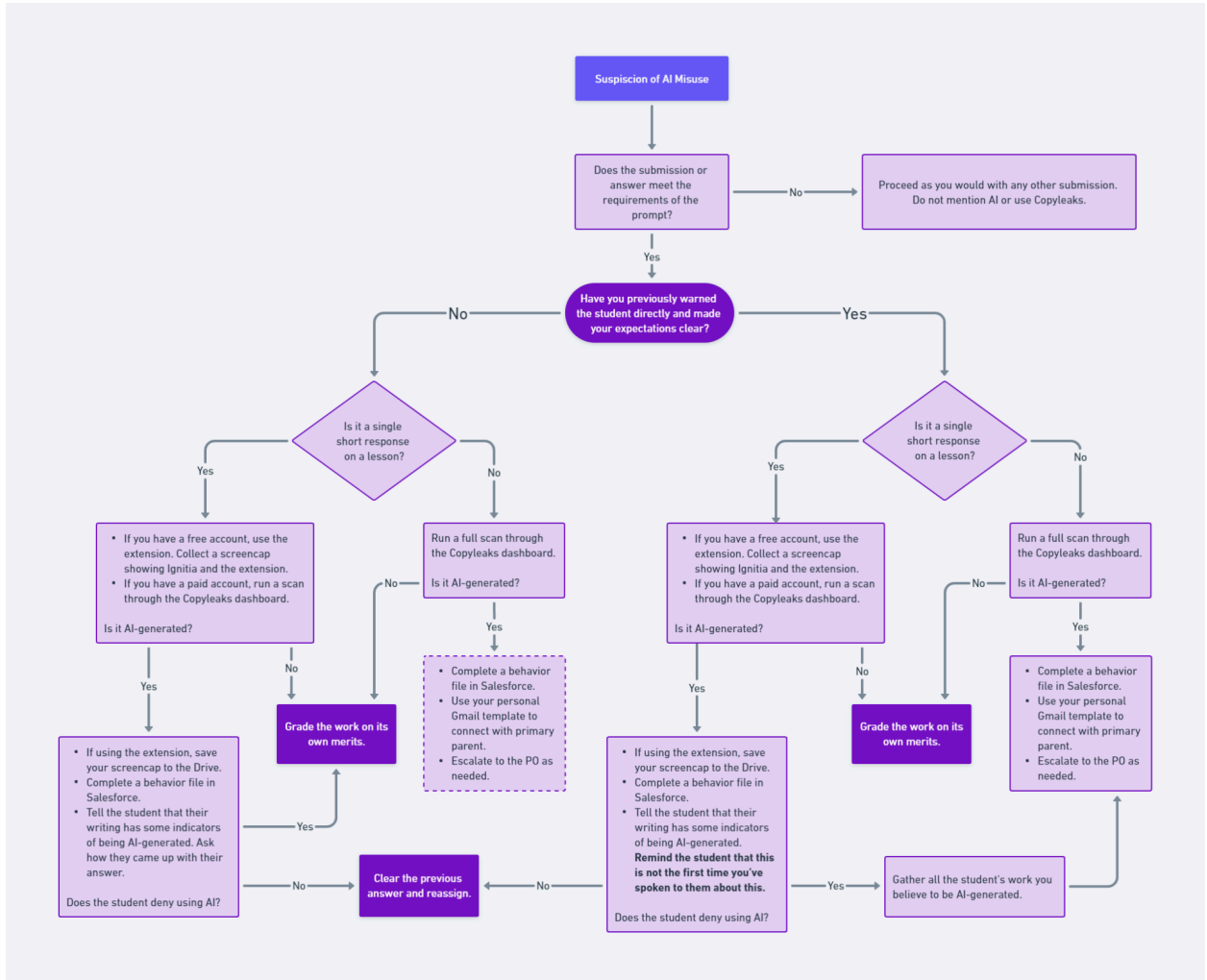
Prohibited Use of AI Tools

As we work to apply the benefits of AI at Enlightium Academy, we also recognize that risks must be addressed. Below are the prohibited uses of AI tools and the measures we will take to mitigate the associated risks. Importantly, our [Biblical Philosophy of Technology](#) ensures our school has a standard for guiding and assessing prohibited uses and mitigating risks on the basis of biblical presuppositions and principles.

Student Learning

- **Bullying/harassment:** Using AI tools for bullying, harassment, or any form of intimidation is strictly prohibited. All staff, faculty, and students are expected to employ these tools solely for educational purposes in alignment with our biblical values, Enlightium Family Handbook (Cf. Section VI Student's Role), and Enlightium character traits at all times.
- **Overreliance:** Dependence on AI tools can decrease human discretion and oversight. Important nuances and context can be overlooked and accepted. For these reasons, teachers will clarify if, when, and how AI tools should be used in their classrooms, and teachers and students are expected to review outputs generated by AI before use.
- **Plagiarism and cheating:** Students and staff should not copy from any source, including generative AI, without proper attribution and/or citation. Students should not submit AI-generated work as their own. Staff and students will be taught how to properly cite or acknowledge the use of AI in an age-appropriate way. All students must produce original work to demonstrate their learning, whether or not AI use is permitted. All use of generative AI by students should be under the close supervision of parents and should be restricted to the tools explicitly approved by Enlightium Academy. Teachers will be clear about when and how AI tools may be used to complete assignments and restructure assignments to reduce opportunities for plagiarism by requiring personal context, original arguments, or original data collection. Existing procedures related to our Academic Integrity Policy will continue to be applied. Available detection tools are growing increasingly reliable, yet are not without limitations. Accordingly, teachers are to

exercise the utmost caution and professionalism when applying the Academic Integrity policy to suspected misuse of AI. The standard for “proof” of academic dishonesty should remain very high. This is especially so in cases of low word count. The following [decision tree](#) is intended to aid teachers in handling the issue.



- **Unequal access:** If an assignment permits the use of AI tools, the tools will be made available to all students, considering that some may already have access to such resources outside of school.

Teacher Support

- **Unbiblical Assumptions and Biases:** AI tools trained on human data will occasionally reflect unbiblical assumptions and biases in the data. Assumptions include reinforcing agnostic philosophical starting points when employing the scientific method across all disciplines, unbiblical views on the origin and value of humanity, unethical educational interventions, or making discriminatory evaluations, such as falsely reporting plagiarism by non-native English speakers. Staff and students will be taught to understand the origin and implications of unbiblical presuppositions and bias in AI. As such, at Enlightium, AI

tools will be evaluated by biblical standards, especially our Statement of Faith, Philosophy of Christian Education, and Position on the Role of General Revelation and Special Revelation in Christian Education, and our staff and faculty will review all AI-generated outputs before use.

- **Diminishing student and teacher agency and accountability:** While generative AI presents useful assistance to amplify teachers' capabilities and reduce teacher workload, these technologies will not be used to supplant the role of educators in instructing and nurturing our students. The core practices of teaching, mentoring, assessing, and inspiring learners will remain the teacher's responsibility in the classroom. AI is a tool for aiding the teacher and student relationship, not a tool for replacing the relationship. Teachers must review and critically reflect on all AI-generated content before use in the classroom.

School Management and Operations

- **Compromising Privacy:** Enlightium will not use AI in ways that compromise teacher or student privacy or lead to unauthorized data collection, as this violates privacy laws and our ethical practices. See the Security, Privacy, and Safety section below for more information.
- **Noncompliance with Existing Policies:** We will evaluate AI tools for compliance with all relevant policies and regulations at Enlightenment Academy. AI tools will be required to detail if/how personal information is used to ensure that personal data remains confidential and is not misused.

Special Consideration: Advancing Academic Integrity

While it is necessary to address plagiarism and other risks to academic integrity, we will use AI to advance the biblical values and characteristics that inform academic integrity - honesty (e.g., truthfulness, integrity, transparency) faithfulness (e.g., dependability, reliability, fidelity/trustworthy), respect (e.g., honor, sacredness, dignity), and responsibility (e.g., accountability, duty, stewardship).

- Staff and students can use AI tools to quickly cross-reference information and claims, though they must still be biblically critical of the output.
- Advanced AI tools can increase fairness by identifying and minimizing unbiblical biases in grading and assessments.
- AI can adapt materials for students with different learning needs, showing respect for all learners and unique differences.

Additional Recommendations for Advancing Academic Integrity

- Teachers might allow the limited use of generative AI on specific assignments or parts of assignments and articulate why they do not allow its use in other assignments.
- Teachers may use technologies that seek to identify the use of generative AI to detect cheating and plagiarism to substantiate suspicion that a student is using AI improperly.
- If a teacher or student uses an AI system, its use must be disclosed and explained. As part of the disclosure, students may choose to cite their use of an AI system using one of the following resources:
 - [MLA Style - Generative AI](#)
 - [APA Style - ChatGPT](#)
 - [Chicago Style - Generative AI](#)

With the availability of AI tools, it is imperative that the academic integrity of student work is maintained. Improper use of AI tools is a breach of this academic integrity. Depending on the assignment and the discretion of the teacher, AI tools may be used by students for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. AI plagiarism will be subject to Enlightium's plagiarism policy as outlined in the Family Handbook.

Special Consideration: Security, Privacy, and Safety

We will implement reasonable security measures to secure AI technologies against unauthorized access and misuse. All AI systems deployed within the school will be evaluated for compliance with relevant laws and regulations, including those related to data protection, privacy, and students' online safety. For example, providers will make it clear when a user is interacting with an AI versus a human.

Staff and students are prohibited from entering confidential or personally identifiable information into unauthorized AI tools, such as those without approved data privacy agreements. Sharing confidential or personal data with an AI system could violate privacy if not properly disclosed and consented to.

Review

This guidance will be reviewed annually, or sooner, to ensure it continues to meet the school's biblical standards, and educational needs, and complies with changes in laws, regulations, and technology. We welcome feedback on this policy and its effectiveness as AI usage evolves.

[Last updated: 02/29/2024]