



RESPONSIBLE USE POLICY FOR ARTIFICIAL INTELLIGENCE

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1. INTRODUCTION

This Policy applies to all Artificial Intelligence (AI) and related technologies used at the Olonlog Academy School, including but not limited to the teaching, learning, administrative, or other related activities hosted by Olonlog Academy School. This includes, but is not limited to, AI used in the creation of learning materials, submitted assessments, presentations, reporting comments, communications, and any other texts or images used in the context of a learning environment.

2. PURPOSE OF THE POLICY

The purpose of this Responsible Use Policy for Artificial Intelligence (AI) is to promote the ethical, safe, and effective use of Generative Artificial Intelligence (GenAI) and related technologies in our learning environment that is consistent with Statement from the IB about ChatGPT and artificial intelligence in assessment and education.

3. DEFINITIONS

Generative Artificial Intelligence (GenAI) - In the context of this Policy, GenAI and related technologies refers to software platforms and services that mimic human language capabilities. It also refers to mechanised processes that can adapt to input to achieve specific goals. Examples include, but are not limited to:

- ChatGPT
- Bard
- Claude

Data - In the context of this Policy, data refers to informational text or images produced by machines in the context of a student's educational environment, teacher's feedback and teaching preparations, and digital communications from members of the community. This can include essays, emails, and images.

Ethical Use - In the context of this Policy, ethical use refers to the use of GenAI and data in a manner that respects our stated values. It also involves using these technologies in a way that is transparent, accountable, and consistent with Statement from the IB about ChatGPT and artificial intelligence in assessment and education.





4. ETHICAL USE OF GENAI AND DATA

4.1 COMMITMENT TO ETHICAL USE

Olonlog Academy School is committed to affirming the ethical use of GenAI and handling of data in all aspects of our educational environment. We believe that with the following considerations, these technologies can greatly enhance teaching and learning and support our community in its shared values, while affirming core ethical considerations that are central to a healthy and safe environment.

4.2 KEY CONSIDERATIONS FOR THE ETHICAL USE OF GENAI

We affirm that GenAI is best used as a consultant, or used only as a derivative or background source, to assist and support our teaching, learning and communications. If GenAI output is used directly without editing, it will require a citation, subject to our Academic Integrity policy. GenAI output without proper attribution is prohibited and will be regarded as academic misconduct.

We are transparent about our use of GenAI, and we provide clear explanations or indications about how these technologies were used in the production of outputs.

5. USER RESPONSIBILITIES

5.1 Ethical and Responsible Use of GenAI and Data Technologies

All users of GenAI and data technologies in our school, including students, teachers, administrators, are expected to use these technologies in a responsible and ethical manner. This includes referencing any data appropriately, respecting others, including their intellectual property rights, and avoiding any actions that could lead to negative outcomes. Further, users must adhere to all relevant laws, regulations, and school policies. Users must be aware of any potential biases in these technologies and take steps to mitigate them.

Users are responsible for monitoring the results produced by GenAI systems. This includes confirming the information provided by GenAI is accurate and reliable, and reporting any concerns or issues of any GenAI output to the appropriate person.

6. Availability and Accessibility

6.1 COMMITMENT TO TECHNICAL ROBUSTNESS AND SAFETY

Our school is committed to using AI and data technologies that are technically robust and safe. We understand that the reliability and safety of these



technologies are crucial for their effective and ethical use in our educational environment.

6.2 TRAINING AND SUPPORT

We provide training and support to all users of AI and data technologies in our school. This includes training on how to use these technologies ethically and responsibly, how to understand their outcomes, and how to respond to any issues or concerns.

Teachers will guide students on the appropriate level of AI assistance permissible for each task and may request to see the specific prompts and parameters used.

Low AI Assistance: Checking spelling/grammar ("proofread this paragraph"), defining words ("define photosynthesis"), converting units ("convert 5 miles to km")

Medium AI Assistance: Paraphrasing sentences ("rephrase this sentence simply"), summarising paragraphs ("summarise this short article"), identifying sources ("find reliable climate change sources")

High AI Assistance: Developing essay outlines ("provide 3 supporting points for this task"), generating text ("write a 200 word intro paragraph about endangered species")

Innovative Usage: Propose innovative AI uses for approval on a case-by-case basis.

7. VIOLATIONS

7.1 VIOLATIONS OF THE POLICY

For Violations of this Policy, please refer to the relevant policies, including but not limited to the Academic Integrity Policy.

8. POLICY REVIEW AND UPDATES

8.1 Review and Updates

This Policy will be reviewed at least annually or as often as necessary to address changes in laws or practices related to GenAI and related technologies. Changes to this policy must be communicated to all users in a timely manner.

