

Student & Family Guide to AI Use

Using Artificial Intelligence Safely, Honestly, and Responsibly



Artificial intelligence (AI) is already part of school, work, media, and daily life. This guide explains how students may use AI for learning, what is not allowed, how families can help, and why responsible AI use matters.

What we believe AI should be:

AI should be a learning partner, not a shortcut.

AI may be useful in helping students brainstorm, refine questions, provide feedback to start research, review ideas, or understand difficult concepts.

What we believe AI SHOULD NOT be:

AI should not replace authentic reading, writing, problem-solving, creativity, effort, or original thinking. It should not be considered an expert, and all who use it should remain skeptical of the results. It is not a replacement for student thinking.

1. What Is AI?

AI is technology designed to mimic human intelligence, such as analyzing data and making decisions. Generative AI is a specific type that generates or rewrites content—including text, images, and code—in response to your prompts.

Routine Automation Exclusion: These rules do not apply to basic tools like spellcheck, autocorrect, or calculators, as long as they are not creating new content for you.

AI can currently be seen in:

Common Place	Example
Search engines	AI summaries or “AI Overviews”
Writing tools	Grammar suggestions, sentence rewrites
Design tools	Canva AI images, layouts, captions
Study tools	Chatbots, tutoring tools, flashcards
Phones/apps	Voice assistants, filters, recommendations
School tools	Teacher-approved AI spaces or feedback tools

AI can be helpful, but it can also be wrong, biased, misleading, or unsafe if used carelessly.

2. What AI Can & Cannot Help Students Do

AI may be helpful when a teacher allows it and the tool is appropriate. AI should not be used to avoid learning.

AI Can Help Students	AI Should Not
• Brainstorm ideas • Understand directions • Ask better questions • Review vocabulary • Get feedback on a draft • Practice a skill • Explain a difficult concept in another way • Organize notes • Generate study questions • Compare perspectives • Revise for clarity • Check for possible gaps in reasoning	• Write an entire assignment for a student • Complete homework when the student does not understand it • Replace reading, thinking, writing, or problem-solving • Create work the student cannot explain • Be used when the teacher says no AI • Make up sources, quotes, facts, or citations • Be copied and submitted as original work • Be used to cheat on tests, quizzes, projects, or assignments • Be used to bully, impersonate, embarrass, or harm others
Helpful AI use sounds like:	Harmful AI use sounds like:
“Help me understand this concept.” “Give me feedback on my draft.” “What questions should I ask about this topic?” “Explain this at a 7th grade level.” “What might I be missing?”	“Write my essay.” “Give me all the answers.” “Do this assignment for me.” “Make this sound like I wrote it.” “Create a fake image of someone.”

3. The Student Rule: You Must Be Able to Explain Your Work

If a student submits work, the student should be able to explain it.

A teacher may ask:

- What is your main idea?
- Why did you choose this evidence?
- What did you revise?
- What sources did you check?
- What part did AI help with?
- What part did you create yourself?
- Can you solve a similar problem?
- Can you explain your thinking out loud?
- What did you learn from this task?

This is not meant to trap students. These questions help teachers know what you learned. Students and families hold a vital role in the appropriate use of AI and in accordance with DASD Policy 815.1, “must immediately report any violations, suspicious activity, or inappropriate content encountered to the building principal or designee.”

These expectations and the student discipline policy apply to district-assigned work completed off school property or during non-school hours to the same extent as in-school conduct.

4. AI Permission Levels for Assignments

Different assignments may have different AI rules. Students should always follow the teacher’s directions.

When students are unsure, they should ask:

“Is AI allowed for this assignment? If so, what can I use it for?”

 NCDPI AI Use Continuum v. 2.0: For Students

	Levels of AI Use	Can I Use AI on this Assignment? If so, How?	How must I disclose my use of AI?
0	AI Free	No. You may NOT use AI at any point or in any way during this assessment. You must demonstrate your own core skills & knowledge.	No AI disclosure required May require an academic honesty pledge that AI was not used. Example pledge: “I attest that I did not use any form of AI to complete this work and it demonstrates my own knowledge and skills.”
1	AI Planning	You may use AI for planning, idea development and research. Your final submission should show how you have developed and refined these ideas. No AI generated content should be submitted in the final product.	No AI disclosure required May require an academic honesty pledge that AI was used only in the planning process. Example pledge: “I attest that I only used AI to help me think through or understand the assignment, I did not use AI to write, edit, or create.”
2	Task-Based AI	You may use AI to assist you with ONE specific area of your assignment. AI may be part of brainstorming, drafting, OR revision, but should not be involved in every step of the process. You must edit and evaluate the AI generated content.	Include an AI disclosure statement that names the person (you), tool(s) used, & how it/they were used must be submitted with your work along with link(s) to AI chat(s). Example disclosure statement: “I used Claude to edit my assignment after it was written, but did not use it for brainstorming or drafting.”
3	AI Collaboration	You may use AI to collaborate on your assignment. Collaboration means you work with AI and refine/edit the suggestions that it provides for you. You must critically evaluate and modify any AI-generated content you use to reflect your own understanding, voice, and style.	Include an AI disclosure statement that names the person (you), tool(s) used, & how it/they were used must be submitted with your work along with link(s) to AI chat(s). Example disclosure statement: “I used Gemini 2.5 to brainstorm, research, draft, and evaluate my work.”
4	Full AI Use	You may use AI extensively throughout this assessment as you wish, unless specific use cases are directed by your teacher. Focus on directing AI to achieve your goals while also demonstrating critical thinking and evaluating all AI-generated outputs for accuracy and fairness.	Include an AI disclosure statement that names the person (you), tool(s) used, & how it/they were used must be submitted with your work along with link(s) to AI chat(s). Example disclosure statement: “I used ChatGPT 4o as a thought partner throughout the completion of this work.”
5	AI Exploration	You should use AI freely and creatively to enhance problem-solving, generate new insights, or develop innovative solutions to solve problems. You are responsible for providing human oversight and evaluation of all AI generated content.	AI disclosure statement that names the person (you), tool(s) used, & how it/they were used must be submitted with your work along with link(s) to AI chat(s). Example disclosure statement: “I used Gemini 2.5 to brainstorm, research, draft, and evaluate my work.”

Levels of AI Use

5. The EVERY Framework

Students should use **EVERY** when working with AI to complete assigned work.

Letter	Meaning	Student Question
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E — Evaluate	Determine if AI is allowed and appropriate.	Am I allowed to use AI for this task?
V — Verify	If using AI, fact-check and remain skeptical, review sources, and verify accuracy.	Did I check whether the AI was right?
E — Explain	Honestly report how AI was used to assist in completing the assignment.	Have I fully explained what AI helped me do?
R — Reflect	Think about whether AI assisted in the learning process.	Did AI help me think, or did it think for me?
Y — You are responsible	Take ownership of the final product as a student.	Am I responsible for this work?

AI for Education

How to Use AI Responsibly EVERY Time

E **VALUATE** the initial output to see if it meets the intended purpose and your needs.

V **ERIFY** facts, figures, quotes, and data using reliable sources to ensure there are no hallucinations or bias.

E **NGAGE** in every conversation with the GenAI chatbot, providing critical feedback and oversight to improve the AI's output.

R **EVISE** the results to reflect your unique needs, style, and/or tone. AI output is a great starting point, but shouldn't be a final product.

Y **OU** are responsible for everything you create with AI. Always be transparent about how you've used these tools.

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EVERY for Student AI Reflection

E **valuate** What task am I using AI for? Is it appropriate or allowed?

V **erify** Are the facts and sources accurate and reliable?

E **xplain** Can I describe how I used AI in my process?

R **eflect** Did AI help me think or did it do the thinking for me?

Y **ou are responsible** You are accountable for the final product. AI is a tool, not the author.

6. Student Privacy: What Not to Share with AI

Students should not enter private information into AI tools unless a teacher specifically says the tool is approved and safe for that use.

Do not share:

- Full name
- Address
- Phone number
- Birth date
- Student ID number
- Passwords
- Grades
- Medical information
- IEP, 504, or learning support information

PROTECT YOUR FAMILY'S DATA IN THE AGE OF AI

REMEMINDER: THERE ARE NO LAWS PROTECTING YOUR DATA

AI CAN COLLECT SENSITIVE INFORMATION

AI SYSTEMS ARE OFTEN DECENTRALIZED AND UNREGULATED

BE CAREFUL WHAT YOU SHARE

- Avoid sharing health details
- Keep personal stories private

YOUR DATA IS YOUR RESPONSIBILITY

TIPS:

- REVIEW AI APP PERMISSIONS
- DISABLE DATA COLLECTION WHERE POSSIBLE
- EDUCATE CHILDREN ABOUT PRIVACY
- THINK TWICE BEFORE INPUTTING INFORMATION

STAY VIGILANT. BE AWARE.

- Behavior information
- Family information
- Photos or videos of students or staff
- Voice recordings
- Private messages
- Another student's work

Family reminder: AI tools may save, use, or share information in ways that are not obvious. When in doubt, do not upload it.

7. How Students Should Disclose AI Use

When AI meaningfully helps with schoolwork, students should say how they used it.

A simple disclosure is often enough unless the teacher asks for more.

Student Disclosure Examples:

I used AI to brainstorm possible topics. I chose my final topic and wrote the response myself.

I used AI to get feedback on my draft. I revised the organization and examples, but the final writing is mine.

I used AI to explain this concept in simpler language. I checked the information with my class notes.

I used AI to generate study questions, then practiced answering them on my own.

I used AI to create an image idea, then edited it and explained my design choices.

8. AI and Academic Integrity

Academic integrity means being honest about your learning and your work.

AI misuse may include:

- Using AI when the teacher said not to
- Copying AI output and submitting it as your own
- Letting AI do most of the work
- Submitting work you cannot explain
- Using AI to fake sources, quotes, research, images, or data
- Using AI to cheat on a test or quiz
- Using AI to impersonate someone
- Sharing another student's work with AI without permission

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Students should remember:

Using AI is not automatically cheating. Hiding AI use, using it when it is not allowed, or submitting work you did not understand can become cheating.

It is expected that Dover students take pride in their work and take ownership of the learning process. The submission of AI outputs or the use of AI in any other form than that which was assigned is viewed as a violation of academic integrity/plagiarism, also known as academic dishonesty. Students are expected to use AI as a learning partner, where permitted, appropriately citing and disclosing AI use and thus providing transparency and avoiding academic dishonesty.

9. What Families Can Ask at Home + A Student Checklist

Families do not need to be AI experts. A few simple questions can help students use AI responsibly.

Ask Your Student	Student Checklist
• Did your teacher allow AI for this assignment? • What level of AI use was allowed? • What did AI help you do? • What parts did you do yourself? • Did you check if the AI was accurate? • Can you explain your work without AI? • Did you disclose AI use if required? • Did AI help you learn or just help you finish?	Before using AI, students should ask: ☐ Did my teacher allow AI for this assignment? ☐ Am I using an approved or teacher-provided tool? ☐ Am I using AI to help me learn, not avoid learning? ☐ Did I keep private information private? ☐ Did I check the AI's facts or suggestions? ☐ Can I explain my work without AI? ☐ Did I disclose AI use if required? ☐ Am I comfortable putting my name on the final product?

10. Family Guidance for Healthy AI Use

AI can be useful, but students still need practice thinking, reading, writing, creating, and solving problems without it.

Families can encourage students to:

- Try first before asking AI
- Use AI for feedback, not final answers
- Check AI information with trusted sources

- Keep private information secure
- Ask a teacher when unsure
- Take breaks from screens
- Avoid AI companion apps that feel too personal or emotionally dependent
- Talk to a trusted adult if an AI tool says something upsetting, unsafe, or inappropriate

11. What Teachers May Do When AI Misuse Is Suspected

If a teacher is concerned that AI may have been misused, the teacher may:

- Review the assignment directions
- Look at drafts, notes, or revision history
- Ask the student to explain the work
- Ask the student to answer questions about the work
- Ask the student to revise or complete a similar task
- Discuss whether the issue was confusion, misuse, or dishonesty
- Follow school academic integrity procedures when needed

The school will not rely only on AI detection tools as proof. These tools can be wrong. For more information and consequences, visit the student handbook- [DAHS](#) [DAMS](#) [Elementaries](#)

AI can help you learn, but it should not replace you.

You are still responsible for:

Your thinking
Your choices
Your words
Your sources
Your accuracy
Your honesty
Your final work

AI is the tool. You are the learner.

This resource was co-created with AI assistance. It was reviewed, revised, and approved by edtech and district administration.