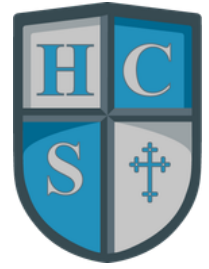


HCS AI POLICY



AI Use

This policy covers any generative Artificial Intelligence tool (i.e. the specific type of AI that is capable of creating new data/content similar to that which humans can produce), whether standalone products e.g. ChatGPT, or integrated into productivity suites, e.g., Microsoft 365 and Google Workspace. This policy relates to all data/content creation, including text, artwork, graphics, video, and audio.

Generative AI tools must be used ethically, responsibly, and intentionally to support student learning, not to bypass it as the learning intentions of our program include advanced academic writing as well as both analytical and critical thinking.

Unless specifically authorized by the teacher and permitted on an assignment, there is to be NO use of Artificial Intelligence tools.

- Anything written by AI should be properly cited and approved by the teacher.
- The student may be asked to prove that their work is self-generated in a teacher meeting.
- Keep a copy of all drafts/notes/edits.
- If students refuse to do the above, they may receive a 0% on the assignment in question.

Based on the assignment, students may be permitted to use generative AI tools as aids for planning, collaboration, or exploration. However, students must read primary and secondary sources directly, perform their own analysis and synthesis of evidence, and make their own choices on how to communicate their ideas effectively.

Disclosure of AI use will be required for assignments where the student has used AI.

Failure to comply with the policy is a breach in academic integrity, this will result in misconduct consequences as outlined in the Hope Christian School Handbook.

For the 2026-2027 school year, HCS will use Copyleaks, Brisk, and other detection tools to limit AI misuse and plagiarism. If a student has signed the Academic Integrity Agreement, completed the AI use lesson, and AI detection tools show AI use of any amount then the steps outlined under Misconduct Consequences will be followed.

AI Use Guidelines for Students

Students, you should be able to answer “yes” to these questions before submitting any work to Canvas:

1. Is the information I have presented my original thinking and writing?
2. Did I follow the AI expectation for this assignment?
3. Is everything that I got from other sources cited?

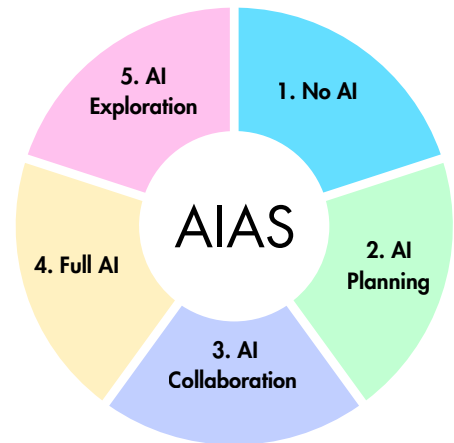
Sources = internet, AI, textbook, answer key, other sources

Cited = telling where you got it from

The AI Assessment Scale



1	NO AI	The assessment is completed entirely without AI assistance in a controlled environment, ensuring that students rely solely on their existing knowledge, understanding, and skills. You must not use AI at any point during the assessment. You must demonstrate your core skills and knowledge.
2	AI PLANNING	AI may be used for pre-task activities such as brainstorming, outlining and initial research. This level focuses on the effective use of AI for planning, synthesis, and ideation, but assessments should emphasise the ability to develop and refine these ideas independently. You may use AI for planning, idea development, and research. Your final submission should show how you have developed and refined these ideas.
3	AI COLLABORATION	AI may be used to help complete the task, including idea generation, drafting, feedback, and refinement. Students should critically evaluate and modify the AI suggested outputs, demonstrating their understanding. You may use AI to assist with specific tasks such as drafting text, refining and evaluating your work. You must critically evaluate and modify any AI-generated content you use.
4	FULL AI	AI may be used to complete any elements of the task, with students directing AI to achieve the assessment goals. Assessments at this level may also require engagement with AI to achieve goals and solve problems. You may use AI extensively throughout your work either as you wish, or as specifically directed in your assessment. Focus on directing AI to achieve your goals while demonstrating your critical thinking.
5	AI EXPLORATION	AI is used creatively to enhance problem-solving, generate novel insights, or develop innovative solutions to solve problems. Students and educators co-design assessments to explore unique AI applications within the field of study. You should use AI creatively to solve the task, potentially co-designing new approaches with your instructor.



Perkins, Furze, Roe & MacVaugh (2024). The AI Assessment Scale

Synchronous (Live) Classes Misconduct Consequences

First Offense: Students (*and parents*) will receive an email from their teacher and be required to complete the Academic Integrity Assessment Quiz, as they may not always be aware of their errors.

- **Zero** will be given for the assignment
- **Opportunity to correct and redo** that work at the discretion of the teacher.
- **Complete** Academic Integrity Assessment Quiz
- **Exams** - a zero will be assigned with the opportunity for an exam rewrite or alternative assessment, at the discretion of the teacher.

Second Offense: Students (*and parents*) will receive an email from their teacher explaining the following:

- **Zero** will be assigned for the assignment/exam
- **No** opportunity to correct and redo that assessment.

Third Offense: Parent - Student - Teacher Meeting to reiterate the Academic Integrity Policy of HCS.

- **Zero** will be assigned for the assignment/exam
- **No** opportunity to correct and redo that assessment.

Fourth Offense: Students and parents will receive an email from the grade level Vice Principal outlining expectations around academic misconduct and will be required to have a Zoom meeting with the Vice Principal to remain in the course.

- **Zero** will be assigned for the assignment/exam
- Vice Principal, Parent, Teacher, Student will **meet** to discuss next steps

**Further AI misuse consequences will be handled by
HCS administration.**



Asynchronous Courses

Misconduct Consequences

First Offense: Students will receive a message/email from their teacher and be required to complete the Academic Integrity Assessment Quiz, as they may not always be aware of their errors.

- **Zero** will be given for the assignment
- **Opportunity to correct and redo** that work at the discretion of the teacher.
- **Complete** Academic Integrity Assessment Quiz
- **Exams** - a zero will be assigned with the opportunity for an exam rewrite or alternative assessment, at the discretion of the teacher.

Second Offense: Students will receive an email from their teacher explaining that a zero will be assigned for the assignment/exam, without the opportunity to correct and redo that assessment.

- **Zero** will be assigned for the assignment/exam
- **No** opportunity to correct and redo that assessment.

Third Offense: Students will receive an email from the Vice Principal outlining expectations around academic misconduct and will be required to have a Zoom meeting with the course teacher to remain in the course.

- **Zero** will be assigned for the assignment/exam
- **Meeting** with teacher & student to discuss next steps

Fourth Offense: Students will be required to have a meeting with the Vice Principal to remain in the course.

- **Zero** will be assigned for the assignment/exam
- **Meeting** with Vice Principal, Teacher & Student to discuss next steps

Further AI misuse consequences will be handled by HCS administration.