

Guidelines for the Ethical Use of Artificial Intelligence (AI)

Adria International School

At Adria International School, we foster a culture of integrity, responsibility, and excellence. We recognize that Artificial Intelligence (AI) is a powerful tool that can enhance your learning, curiosity, and research. However, to remain principled learners, you must use these tools ethically and ensure that your work always reflects your own thinking.

These guidelines are part of and aligned with the Academic Integrity Policy.

1. Core Principles

- **Authenticity:** All work submitted must be your own. AI should support your learning process, not replace your thinking.
 - **Transparency:** If you use AI, you must be honest about how and where you used it.
 - **Responsibility:** You are ultimately responsible for the accuracy and integrity of your work, regardless of the tools used.
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2. Permitted Uses (How AI Can Help You)

AI can be a "thinking partner" to help you get started or understand complex topics. You may use AI for:

- **Brainstorming:** Generating a list of possible topics or perspectives for a project.
 - **Clarification:** Asking AI to explain a difficult concept in simpler terms.
 - **Structure:** Helping you create an outline for an essay (though the ideas within it must be yours).
 - **Feedback:** Using AI to check your grammar or suggest ways to make your writing clearer.
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3. Prohibited Uses (What Is Academic Misconduct?)

Using AI in the following ways is considered a breach of the Academic Integrity Policy:

- **Full Generation:** Submitting an essay, report, or project that was primarily written by AI.
- **Copy-Pasting:** Taking sentences or paragraphs from an AI and pasting them into your work without quotation marks and a citation.
- **Data Fabrication:** Using AI to create "fake" data or quotes for a science lab or research paper.
- **Translation Abuse:** Using AI to translate entire texts for language assignments where the goal is to demonstrate your own linguistic ability.

Misuse of AI may result in consequences in line with the school's Academic Integrity procedures.

4. How to Cite AI (The "Rule of Credit")

The International Baccalaureate (IB) and Adria International School require you to cite AI just as you would a book or a website.

5. **In-Text Citation:** When you use a specific idea or phrase from an AI, you must mention it in the text (e.g., "According to ChatGPT-4, the main causes of...").

6. Bibliography: Include the AI tool in your list of references.
 - o Format Example: Name of AI tool (e.g., ChatGPT). "Title of prompt used." Version date. URL.
7. Acknowledgment Statement: For larger projects (like the Extended Essay or Internal Assessments), include a short note explaining how the AI was used (e.g., "I used AI to help brainstorm the initial structure of this report").

For major IB assessments such as the Personal Project (PP), Extended Essay (EE), and Internal Assessments (IA), students must follow the specific guidelines for the use of artificial intelligence as defined by the International Baccalaureate and communicated by each subject teacher. These requirements may vary depending on the subject and assessment component and must be followed at all times.

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5. The "Golden Rule" for Students
 - Before submitting any work, ask yourself:

"If my teacher asks me to explain this paragraph or defend this argument right now, can I do it without looking at the AI?"

If the answer is no, the work is not authentically yours.