



Oxford Preparatory School

[www.oxfordprep.org](http://www.oxfordprep.org)

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*Nurturing Potential - Inspiring Excellence-Developing Leaders*

## AI Use Guidelines

### For All Students at Oxford Preparatory School - Why We Have These Guidelines

AI (artificial intelligence) tools can be helpful in learning—but they must be used safely, responsibly, and honestly. These guidelines show what's allowed, what's not allowed, and when you should ask a teacher before using AI.

### Red Light ⛔ — STOP: Not Allowed

- DO NOT use AI for:
  - Completing tests, quizzes, or assignments meant to be your own work.
  - Copying or paraphrasing assignments from AI and pretending they're yours.
  - Creating fake data, reports, or sources.
  - Sending inappropriate, unsafe, or offensive content.
  - Using AI in these ways is considered cheating and will have disciplinary consequences.
  - Never use AI for anything prohibited by school policies, including accessing inappropriate sites, violating privacy, or hacking.

### Yellow Light ⚠️ — SLOW DOWN: Ask First or Use With Caution

- You MAY use AI for:
  - Brainstorming, outlining, or idea generation—if your teacher approves.
  - Editing, summarizing, or checking your own writing—when your teacher says it's OK, and you give credit.
  - Learning concepts or practicing skills—when allowed and cited.
  - You must clearly cite or describe how you used AI in your work.
  - When in doubt, ASK your teacher.

### Green Light ✅ — GO: Encouraged Uses (With Good Practice)

- You CAN use AI to:
  - Study, practice, and review material (like test prep, vocabulary, or tutorials).
  - Explore topics that interest you and support creative projects (with teacher guidance).
  - Research safely and responsibly when directed by a teacher.
  - Always use good digital citizenship: protect your personal information and treat others respectfully.

### Remember - If you're not sure: STOP and ask a teacher!

- All OPS technology, academic honesty, and Internet Safety policies apply to AI use.
- Students are responsible for using AI ethically, obeying all guidelines, and following the teacher's instructions.
- Misuse can result in losing technology privileges, academic penalties, or disciplinary action.