

# DTS Artificial Intelligence (AI) Policy

## Philosophy

The Downtown School views Artificial Intelligence (AI) as a powerful tool that can greatly enhance learning, skills development, ideation, synthesis, critical thinking, and communication. We also recognize that, like any tool, effective usage of AI requires training, practice, and a thorough understanding of acceptable and unacceptable usage. Understanding of such usage requires clearly identifying the goal of a particular task (whether homework, projects, essays, synthesis, analysis, or other deliverables), and then ensuring that AI supports that goal and does not replace it. The Downtown School is committed to students' learning and using AI appropriately and in a manner that is in alignment with our [Community Expectations](#). Use of AI should also be consistent with our community values of curiosity, integrity, compassionate communication, and caring for community.

## Commitment to Responsible Use of AI

The following expectations guide the responsible use of AI within The Downtown School community:

- **Education and Training:** Understanding that AI is a complex tool, The Downtown School will offer education and training opportunities to ensure that students, faculty, and staff can use AI effectively and responsibly. This includes addressing acceptable and unacceptable usage, potential biases, ethical dilemmas, and the implications of AI on privacy and society.
- **Transparency and Communication:** Honesty and courtesy will guide our communication regarding AI usage, including clear disclosure about the technologies in use, their purpose, and the measures taken to ensure privacy and security. The Downtown School prohibits the misrepresentation of AI-generated work or text as solely human-created, in alignment with our values of honesty and integrity. This applies to all content forms, including written, visual, and auditory, within any school context. When generative AI is used in the creation of content, it should be cited.
- **Non-Discrimination and Inclusivity:** AI tools must be used in a manner that does not discriminate on any basis such as age, color, creed, disability, sexual orientation, gender expression or any other attribute. We are committed to creating a diverse and inclusive environment, and we will vigilantly evaluate AI tools to ensure they adhere to these principles.
- **No Misrepresentation:** AI technologies that manipulate or fabricate media, such as deep fakes, must not be used to deceive, harm, or misrepresent individuals or events. This includes the creation or dissemination of manipulated images, videos, or audio that could mislead or cause damage to a person's reputation or well-being.
- **Compliance with Laws and Regulations:** Use of AI at The Downtown School must comply with all applicable laws and regulations, including those concerning privacy, data protection, intellectual property, and consent. This includes prohibiting the use of personal data or copyrighted materials as input to AI tools.

## Terms of Service

The Downtown School is committed to the responsible use of AI tools in our academic environment. Before introducing any such tool, we will rigorously review its terms of service (ToS) to ensure alignment with our standards and the safety of our students. For example, for platforms like ChatGPT, which mandate that users be at least 13 years old, no student will be asked to use such platforms without proper access. Students under 18 will be allowed access only after securing parental or guardian consent at the start of the 2023 - 2024 academic year and as part of the contract renewal permissions in subsequent school years. The school will stay alert to updates in ToS, with prompt communication of any changes to stakeholders. Breaches or non-compliance with these terms by any school member may lead to appropriate disciplinary actions.

## Data and Privacy

The Downtown School maintains a steadfast commitment to the privacy and security of confidential, personally identifiable, and sensitive information within our community's use of AI. Our policy expressly prohibits the entry of any personally identifiable or sensitive information, including text, video, or image inputs, into AI tools. Before employing any AI tool, we rigorously review how data is used, retained, or shared with third parties by the technology provider, ensuring alignment with our ethical standards and privacy commitments. This includes understanding how data may be utilized for tool improvement. Parental or guardian consent will be secured for any data collection involving students, with added internal measures to further safeguard information. Our approach underscores The Downtown School's dedication to responsible AI use, prioritizing the safety and privacy of our students' information.

## Academic Integrity

At The Downtown School, we recognize that hybrid writing and digital content production, co-created with artificial intelligence, will become the new normal in certain domains of content creation. While the blend of human creativity and AI may become seamless, the principles of academic integrity remain paramount.

- **Student Responsibility:** Students are responsible for the work they submit, even when it has been co-created with generative AI. This includes accountability for fact-checking and mitigating bias to the best of their ability. It is the student's duty to ensure that their work maintains the rigorous academic standards we uphold.
- **Attribution and Acknowledgment:** Proper citation and attribution must be given when AI is used in the creation of content. Guidelines for citing generative AI can be found at the [MLA](#) and [APA](#) style websites. This transparency fosters honesty and respect for intellectual property.
- **AI as an Aid, Not a Replacement:** AI cannot pass a course. The Downtown School recognizes AI as a tool to complement and enhance human abilities, not replace them. While AI can provide valuable assistance in research, idea generation, and exploration of complex topics, it must not supplant the individual's thinking, creativity, and responsibilities. For example, a student may utilize AI to gather information and stimulate creativity for an assignment but may not delegate the entire task of the submission to AI. This approach ensures that the learning process remains personal, authentic, and aligned with our values of integrity and curiosity. It also maintains the importance of human judgment, critical thinking, and personal responsibility within our educational journey.

- **Defined Boundaries of Use:** The Downtown School sets specific boundaries on how AI may be used within academic work. AI can be an essential tool for initial research, brainstorming, outlining, or general preparatory work. However, it must not be employed for producing final written assignments or completing exams. Clear guidelines on these boundaries will be included under the Institutional Policies section on the syllabus of each Canvas course.
- **Examination Policies:** In light of AI tools' capabilities in standardized tests such as the LSAT, GRE, and AP exams, The Downtown School has implemented robust policies around exams, whether taken at home or on-campus. These include strict guidelines on computer and internet access to maintain the integrity of the testing process.
- **Education and Awareness:** The school will provide education and training to students, faculty, and staff on the ethical use of AI in academia. This includes highlighting the difference between acceptable collaboration with AI and what would be considered academic dishonesty.
- **Monitoring and Enforcement:** The Downtown School will actively monitor adherence to these policies and take appropriate action in cases of non-compliance. This may include the use of plagiarism detection software and other tools to ensure that AI is being used responsibly.

Recognizing that AI technology is rapidly evolving, The Downtown School will regularly review and update policies to ensure they remain relevant and effective in maintaining academic integrity in this new technological landscape.

OpenAI. (2023). ChatGPT (Jun 13 version) [Large language model]. <https://chat.openai.com/chat>