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To be recognized as the best dual-diploma internationally accredited school in Guatemala.

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To prepare global citizens with the knowledge, skills and values to lead and improve a rapidly changing world.



COLEGIO INTERAMERICANO
Responsible Use Policy for Artificial Intelligence in School with particular emphasis on Generative AI

DESCRIPTION	DATE
Responsible Use Policy for Artificial Intelligence in School with particular emphasis on Generative AI	Sept, 2024

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President of the Board of Directors

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General Director

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[Spanish version](#)

Section 1: Policy

1.1 Purpose of the Policy

The purpose of this Responsible Use Policy for Artificial Intelligence (AI) in Schools is to promote the ethical, safe, and effective use of Generative Artificial Intelligence (AI) and related technologies in our learning environment that aligns with the educational goals, addresses ethical considerations, and ensures the responsible use of AI technologies in the school in order to safeguard risks related to AI to protect the students in their care. By providing clear guidelines for all members of the community on the appropriate use of these technologies, Colegio Interamericano affirms its mission to School Mission and sets clear expectations and guidelines for staff and students, promoting a safe and effective learning environment.

1.2 Scope of the Policy

This Policy applies to all AI and related technologies used at Colegio Interamericano including but not limited to the teaching, learning, administrative, or other related activities hosted by Colegio Interamericano. This includes, but is not limited to, AI used in the creation of learning materials, submitted assessments, presentations, reporting comments, communications, and any other texts or images used in the context of a learning environment.

1.3 Related Policies

Colegio Interamericano has existing policies on technology use, data privacy, and academic integrity which are relevant to this policy

[Plagiarism Policy](#)

[Student Handbook](#)

[Academic Honesty Contract](#)

[Digital Citizenship Pledge](#)

[Principles of Learning](#)

[Child and Youth Protection Policy](#)

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Section 2: Definitions

2.1 Definition: Generative Artificial Intelligence (AI)

In the context of this Policy, AI and related technologies refer to software platforms and services that mimic human language capabilities. It also refers to mechanized processes that can adapt to input to achieve specific goals.

Section 3: Ethical Use of AI and Data

3.1 Commitment to Ethical Use

Colegio Interamericano is committed to affirming the ethical use of AI and handling of data in all aspects of our educational environment. We are transparent about our use of AI, and we provide clear explanations or indications about how these technologies were used in the production of outputs. We consider the broader societal implications of our use of AI and related technologies.

Section 4: AI and Data Use in Education

4.1 Guiding Principles:

- AI tools are to be used as a support to enhance learning, not to replace student effort or creativity.
- The agreement complements existing institutional policies on technology use, data privacy, and academic integrity, such as our plagiarism policy and student handbook.
- Students are encouraged to use AI responsibly, fostering innovation and creativity while upholding academic honesty.

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Section 5: User Responsibilities

5.1: Acceptable Uses:

- Research and Resource Gathering: Utilizing AI to find academic resources, evidence, and/or planning.
- Feedback and Improvement: Employing AI to receive feedback on work to facilitate improvement.
- Accessibility and Learning Aids: Using AI to adjust reading levels and understand complex texts.
- Innovative Project Design: AI supports generating innovative ideas for classroom projects.
- Simulation and Analysis: Engaging in historical simulations or analyzing content with AI for deeper understanding.
- Digital Literacy: Practicing fact-checking with AI to discern between real and AI-generated content.

5.2: Unacceptable Uses:

- Using AI as a primary content creator, including writing assignments, without critical input from the student.
- Plagiarism or cheating by passing off AI-generated work as one's own.
- Creation or dissemination of harmful or offensive content through AI.
- Using AI in an assignment and failing to cite it in the bibliography.

5.3: Compliance and Monitoring:

- Plagiarism Detection: Utilization of tools to detect plagiarism, with violations treated according to the academic honesty policy.
- Documentation: Students must document their AI usage, showing inputs and how AI was integrated into their projects.
- Citation: AI must be cited as a source when used in projects, adhering to academic integrity standards.

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- Disciplinary Actions: Misuse of AI will result in consequences similar to plagiarism cases, including demerits and potential ineligibility for honors recognition.

5.4: Enforcement:

- Teachers will monitor AI use through assignment submissions and classroom activities.
- Violations will be documented, and a tiered system of consequences will be applied, ranging from demerits to ineligibility for academic honors.

Section 6: Human Agency and Oversight

6.1 Importance of Human Agency and Oversight in AI Use

Our school recognises the importance of human agency and oversight in the use of AI. We believe that AI should be used to support, not replace, human decision-making. We also believe that individuals should be able to understand and control how AI and data technologies affect them.

6.2 Maintaining Human Agency and Oversight in AI Use

We maintain human agency and oversight in the use of AI through maintaining a *Human-in-the-loop*: We ensure that there is always a human in the loop when using AI systems. This means that decisions made by AI systems are always subject to human review and intervention.

Section 7: Societal Wellbeing

7.1 Commitment to Promoting Societal Wellbeing

Our school is committed to using AI and data technologies in a way that promotes societal and environmental wellbeing. We understand that these

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technologies have the potential to impact not only our school community but also the broader society.


7.2 Promoting Societal Wellbeing


We strive to use AI and data technologies in a way that benefits society. This includes:


- Committing to Safeguarding in ensuring that the use of these technologies does not result in negative outcomes for individuals or for the community.
- Considering the social and emotional wellbeing of learners and teachers in the use of these technologies.
- Involving students and their parents in decisions about the use of these technologies.
- Using AI to support teachers and school leaders in the evaluation of student wellbeing and monitoring this use.
- Using AI to support teachers in the building of learning experiences.
- Providing reporting pathways for community members to raise concerns about the use of AI, in accordance with the Safeguarding and Whistleblowing policies of the school.

Review these tools

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 AI Traffic Light System @ ISB.pdf

 AI Guidance - Strategy_Roadmap - March 2024.pdf

 Teacher Guidelines on the Use of AI Tools at International School Basel - Share Version - Marc...

citation:

OpenAI. (2025). ChatGPT (January 30 version) [Large language model]. OpenAI. <https://chat.openai.com/> Used for streamline purposes only.

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