AI Policy Worksheet

Activity 2.1.3 · School AI Policy. Copy the exact words of each rule. Use only what the words say. Write “Class A” and “Class B,” not teachers' names.

Name		Period		Date	

1 · Policy Snippet table

Find at least three rules about AI: your school handbook, and two class syllabi. If something was only said out loud, write what you heard and the date. If you have no written rule, use a sample policy from the last page.

Source and page	Exact words (in quotes)	Catch-all line?	What it doesn't say
School handbook page ____		[ ] none [ ] “not allowed” [ ] “ask first”	
Class A syllabus page ____		[ ] none [ ] “not allowed” [ ] “ask first”	
Class B syllabus page ____		[ ] none [ ] “not allowed” [ ] “ask first”	

Sort each use under one policy. Pick one rule from the table. Write A (allowed), F (ask first), N (not allowed) or ? (not covered).

Use of AI	A / F / N / ?	Use of AI	A / F / N / ?
brainstorming topic ideas		answering quiz or test questions	
explaining a problem you got wrong		making practice questions	
checking grammar and spelling		translating a passage	
writing a first draft		making images for slides	

2 · From a gap to a question

Pick two uses marked “?” (or two where the rule is unclear). Write a question a teacher could answer in a sentence: name the **class**, the **use** and the **condition**.

My question	Answer, who said it, date

3 · Same tool, different goal

Choose one real assignment from one of your classes. Class: _____ Assignment: _____

What is it graded on (the skill it is practicing)? _____

A step of the assignment	Hand to AI? (would it do the graded skill?)	Does the policy allow it? A / F / N / ?	My decision
	[ ] yes [ ] no		
	[ ] yes [ ] no		
	[ ] yes [ ] no		
	[ ] yes [ ] no		

Three questions: Can I check it faster than I could do it? What if it's wrong and I miss it? Am I supposed to be learning this?

4 · My position

Claim One sentence about the rule. Someone could disagree.	
Evidence 1 Type: [ ] exact words [ ] my measurement [ ] source I opened	Where someone can check it: _____
Evidence 2 Type: [ ] exact words [ ] my measurement [ ] source I opened	Where someone can check it: _____
Strongest objection State it fairly.	
My reply You may change your claim.	

Evidence is something another person can check. “Everyone does it,” “studies show,” and “the AI said so” are not evidence unless you can point to where they came from.

5 · Acceptable-use plan and AI-use statement

For the assignment in part 3, write what you would hand to AI (if the policy allows it), and what you will do yourself.

I might use AI for… (and what I'd check)	**I will do myself, because…**

AI-use statement	
Tool	
Used for	
Not used for (I did this myself)	
What I checked, and how	
Policy that applies (source and the words)	

If your school has no written AI policy: invented sample policies

These are made up for practice. Use one in part 1 in place of a real rule, and say which one you used.

Sample A (Room 4, invented)

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AI may be used for brainstorming topic ideas.
AI may be used for making practice questions.
AI may be used for checking grammar and spelling only with the teacher's OK.
Any other use is not allowed.
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Sample B (Room 9, invented)

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AI may not be used for writing a first draft.
AI may not be used for answering quiz or test questions.
AI may be used for explaining a problem you got wrong.
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Sample C (Room 15, invented)

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AI may be used for translating a passage only with the teacher's OK.
For any other use, ask first.
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