


# Artificial Intelligence (AI) Use In Classes

## Creating Guidelines for Appropriate AI Use

Foothill Academic Senate  
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# Developing an AI Policy

- Updating relevant FHDA Administrative Procedure/Board Policy (AP/BP);
  - Articulating AI use policies in classes
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# Currently at Foothill & DeAnza

- Individual instructors create their own policies
  - This creates confusion for students
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I am a college instructor. I am trying to create a set of guidelines for my school that would articulate AI use policies in classes. I would like to provide a set of 4 levels of AI use by students in classes, ranging from no AI allowed at all to AI allowed in all circumstances. Can you draft these 4 levels with descriptions of what is and is not allowed at each level?

# AI Generated AI Use Policy: A Starting Point

## Level 1: No AI Use Permitted

- **Description:** AI tools are strictly prohibited in all aspects of coursework, assignments, and assessments.
- **Allowed:** Human-only effort in research, writing, problem-solving, and presentations.
- **Prohibited:** Use of AI tools like ChatGPT, Grammarly, DALL·E, or code generators for brainstorming, writing, coding, or creating any content; AI assistance in editing, citation management, or idea generation.
- **Rationale:** This level ensures students develop independent skills without external automation, promoting mastery of fundamental concepts.

## Level 2: Limited AI Use for Specific Purposes

- **Description:** AI may be used only for specific, instructor-approved tasks (e.g., grammar checking or citation formatting).
- **Allowed:** AI-powered spelling and grammar tools (e.g., Grammarly); AI-assisted citation tools (e.g., Zotero or EndNote) for formatting.
- **Prohibited:** AI use in content creation (e.g., essays, code, presentations); AI tools generating or refining original ideas, arguments, or solutions.
- **Rationale:** This level provides limited AI support for mechanical tasks while ensuring cognitive work is done independently.

## Level 3: AI Use with Attribution and Transparency

- **Description:** Students may use AI tools to assist in specific aspects of their work, provided the AI's contributions are clearly disclosed.
- **Allowed:** AI use for brainstorming, outlining, or drafting with proper attribution; AI-generated code or creative content with clear labeling of AI's role.
- **Prohibited:** Submitting AI-generated work as entirely student-authored without disclosure.
- **Rationale:** This level encourages responsible AI use while maintaining transparency about the origin of ideas and content.

## Level 4: Full AI Integration Allowed

- **Description:** AI use is permitted throughout the learning and assessment process without restrictions. Students may freely leverage AI tools as part of their work.
- **Allowed:** AI assistance in all areas, including research, drafting, editing, and creative or technical content creation.
- **Prohibited:** Misrepresenting AI-generated work as independent thought when assessments require personal analysis or reflection.
- **Rationale:** This level reflects real-world scenarios where AI is widely used, fostering students' ability to effectively leverage AI tools in professional contexts.