



AI USE POLICY



A Comprehensive Guide to Safe, Responsible, and Educational AI Use

For Families, Educators, and Institutions

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Clarity Over Hype | Making AI Accessible for Everyone

About This Policy

Artificial Intelligence is transforming how we learn, work, and communicate. This Family AI Use Policy provides a comprehensive framework to help families and educators navigate AI tools safely, responsibly, and in ways that enhance learning while protecting privacy and promoting critical thinking.

This document is designed to be customized to your family's unique values, your children's ages, and your household's technology comfort level. It includes practical guidelines, age-appropriate recommendations, conversation starters, and tools to help make AI a positive force in your home.

Why This Matters

AI tools are increasingly accessible to people of all ages, from grade school students to professionals. Without clear guidelines, families may struggle with:

- Privacy concerns and data security
- Academic integrity and proper disclosure
- Age-appropriate content and usage
- Critical thinking and AI literacy
- Balancing AI assistance with authentic learning

This policy addresses each of these concerns with clear, actionable guidance that can grow with your family.

AI Use Policy

Organization/Family Name: _____

Policy Effective Date: _____

Section 1: Core Values and Principles

This organization/family approaches AI with the following core values:

- **Learning Over Shortcuts:** We use AI to deepen our understanding, not to avoid the learning process.
- **Honesty and Transparency:** We are open about when and how we use AI tools, especially in academic or professional contexts.
- **Privacy First:** We protect our personal information and that of others when using AI systems.
- **Critical Thinking:** We question AI outputs, verify information, and maintain healthy skepticism.
- **Ethical Use:** We use AI in ways that are kind, respectful, and aligned with our family values.

Section 2: Approved AI Tools and Platforms

The following AI tools are approved for use (customize this list):

Tool Name	Approved Uses	Age Minimum
Claude / ChatGPT	Homework help, creative projects, learning new topics	13+
Grammarly	Writing improvement, grammar checking	10+
[Add tool]	[Specify approved uses]	[Age]

Important: All new AI tools must receive parent/guardian approval before use. If you discover an interesting AI tool at school, online, or from friends, talk to us about it first.

Section 3: Privacy and Safety Guidelines

Never Share:

- Full names (first and last together), home addresses, or phone numbers
- School names, teacher names, or classroom information
- Passwords, account credentials, or security questions
- Photos or videos of yourself, family members, or friends
- Financial information (credit cards, bank accounts, social security numbers)
- Medical or health information
- Information about other people without their permission

Safe Sharing Practices:

- **Use first names only** or generic terms like "my friend" or "my teacher"
- **Generalize locations:** "a school in Texas" instead of "McKinney High School"
- **Remove identifying details** from documents before uploading (names in headers, addresses in letters)
- **Ask yourself:** "Would I be comfortable with a stranger knowing this information?"

Section 4: Academic Integrity and Proper Use

AI should enhance learning, not replace it. Here's how we use AI responsibly in academic settings:

AI Can Help You:

- **Understand concepts:** "Explain photosynthesis in simple terms" or "What's the difference between metaphor and simile?"
- **Brainstorm ideas:** "Give me 5 potential science fair project topics about renewable energy"
- **Check your work:** "Can you spot any grammar errors in this paragraph I wrote?"
- **Get feedback:** "Does this thesis statement clearly state my argument?"
- **Practice and prepare:** "Quiz me on the capitals of European countries" or "Generate practice math problems"
- **Organize thoughts:** "Help me create an outline for my essay about climate change"

AI Should NOT:

- **Write your assignments:** Copying AI-generated essays, reports, or answers is plagiarism
- **Do your homework for you:** You learn by doing the work yourself
- **Replace reading or research:** Read the actual book, article, or source material
- **Be used without disclosure:** Always tell your teacher if AI helped with an assignment

Disclosure Requirements:

When turning in schoolwork, you must disclose AI use in one of these ways:

- Include a note: "I used [AI tool name] to help brainstorm ideas for this project"
- Follow your teacher's specific AI disclosure policy (if they have one)
- When in doubt, tell your teacher how you used AI

Section 5: Age-Appropriate Guidelines

Different ages require different levels of supervision and independence with AI tools.

Age Group	Supervision Level	Recommended Activities
Ages 8-11	Parent must be present during ALL AI interactions	Educational games, simple Q&A, creative storytelling with parent guidance
Ages 12-14	Supervised use with regular check-ins; parent review of longer conversations	Homework help, research assistance, creative projects, learning new skills
Ages 15-18	More independence with ongoing conversation about use; parents available for questions	Advanced projects, college prep, career exploration, coding assistance, complex problem-solving

Note: These are guidelines. Every child is different, and you know your child best. Adjust as needed for maturity level, responsibility, and demonstrated understanding.

Section 6: Critical Thinking and AI Literacy

Understanding AI's capabilities and limitations is essential. We commit to the following practices:

Remember: AI Can Make Mistakes

- **Hallucinations:** AI can confidently state incorrect information. Always verify important facts from reliable sources.
- **Outdated Information:** AI training data has a cutoff date. Recent events, current statistics, and new discoveries require verification.
- **Bias:** AI can reflect biases present in its training data. Be aware of potential cultural, gender, or other biases.
- **Context Matters:** AI doesn't truly "understand" context the way humans do. Nuanced topics may need human judgment.

Questions to Ask About AI Outputs:

- "How can I verify this information from a reliable source?"
- "Does this answer make sense given what I already know?"
- "Is this too good to be true or overly simplified?"
- "Would a different AI tool give me a different answer?"
- "What would an expert in this field say about this response?"

Verification Sources:

For important information, cross-reference AI responses with:

- Established encyclopedias (Encyclopedia Britannica, academic databases)
- Peer-reviewed journals and academic publications
- Government and educational institution websites (.gov, .edu)
- Textbooks and reference materials from school
- Subject matter experts (teachers, librarians, professionals in the field)

Section 7: Creative and Personal Use

AI can be a wonderful creative partner and personal assistant when used thoughtfully:

Encouraged Creative Uses:

- Story writing and worldbuilding
- Art project ideation and conceptualization
- Music composition assistance
- Game design and rules development
- Poetry and creative writing exercises
- Learning new hobbies or skills

Attribution and Honesty:

- **Be clear about what's yours vs. AI-created:** "I wrote the story, but AI helped me brainstorm the plot twist"
- **Don't claim AI work as entirely your own:** If AI generated significant portions, acknowledge it
- **Be proud of collaboration:** Using AI as a creative tool is legitimate—just be honest about it

Prohibited Uses:

- Creating mean, hurtful, or bullying content
- Generating inappropriate or harmful material
- Impersonating others or creating fake content about real people
- Attempting to circumvent school or safety filters
- Using AI to harass, threaten, or manipulate others

Section 8: Red Flags and When to Talk to Parents

Always come to a parent or trusted adult if:

- An AI asks for personal information that makes you uncomfortable
- You receive responses that are inappropriate, scary, or disturbing
- You're not sure if you're using AI appropriately for a school project
- You feel pressured to use AI in ways that don't feel right
- You encounter AI content about self-harm, violence, or illegal activities
- Someone is using AI to bully you or others
- You're curious about something but not sure if it's safe to ask AI

Important: You will never get in trouble for asking questions or reporting concerns. We'd rather know than have you handle something alone.

Section 9: Consequences and Accountability

We approach policy violations as learning opportunities, but consistent or serious violations will have consequences:

First Violation: Family discussion about what happened, why it matters, and how to make better choices. Reminder of policy guidelines.

Second Violation: Temporary loss of independent AI access (duration determined by parents). All AI use must be supervised until trust is rebuilt.

Serious Violations: Extended loss of AI access, potential loss of other technology privileges, and possible school notification if academic integrity is violated.

Serious violations include: sharing sensitive personal information, using AI for plagiarism or cheating, creating harmful content, or repeatedly ignoring safety guidelines.

Section 10: Family Check-ins and Policy Review

Technology and AI evolve rapidly. We commit to:

- **Regular conversations:** Weekly or monthly check-ins about how AI is being used, what's working, and what's challenging
- **Policy review:** Revisit this policy every _____ [timeframe: quarterly, bi-annually, annually] to update for new tools, changing ages, and lessons learned
- **Open communication:** Encourage questions, discussions, and honesty about AI use without fear of punishment
- **Stay informed:** Parents commit to learning about new AI tools and staying current with best practices

Conversation Starters

Use these questions to spark meaningful discussions about AI:

- "What's the coolest thing you've learned with AI this week?"
- "Has AI ever given you an answer that seemed wrong? What did you do?"
- "How do you decide when to use AI vs. figure something out yourself?"
- "What questions do you think AI is good at answering? What is it not good at?"
- "If you could design an AI tool, what would it do?"
- "What are you curious about that you'd like to explore with AI?"
- "How does using AI make you feel? Excited? Worried? Curious?"

Resources for Parents and Educators

Recommended Reading:

- Common Sense Media: AI Guidance for Families
- ISTE (International Society for Technology in Education): AI Resources
- AI4K12 Initiative: AI Education Guidelines

Key Points for Educators:

If you're a teacher using this template with students and families:

- Develop your own classroom AI policy and share it with families
- Teach AI literacy as part of digital citizenship curriculum
- Model responsible AI use and think aloud about your decision-making
- Create assignments that leverage AI as a learning tool rather than a shortcut
- Encourage transparency and make it safe for students to disclose AI use

AI Use Policy Agreement

We have read, discussed, and agree to follow the guidelines in this AI Use Policy.

Name	Signature	Date

Next Review Date: _____

Notes and Customizations:
