

Elevate Teacher Professional Development AI Use Statement

Purpose

The purpose of this policy is to provide clear guidance on the appropriate, ethical, and professional use of Artificial Intelligence (AI) tools by learners enrolled in courses offered through Elevate Teacher Professional Development. As our courses are fully online, self-paced, and designed for K–12 professionals, this policy emphasizes integrity, professional responsibility, and alignment with best practices in education.

Recent advances in generative AI tools have expanded access to powerful resources; some available freely online and others requiring payment. When used appropriately, these tools can support learning; this policy is intended to ensure they enhance the learning process rather than replace it.

Scope

This policy applies to all learners enrolled in Elevate Teacher Professional Development courses and to all assignments, discussions, quizzes, assessments, and course-related activities.

Definition of Artificial Intelligence (AI)

Artificial Intelligence tools include, but are not limited to, generative text tools (e.g., chat-based AI), grammar and editing tools, summarization tools, image generators, lesson-planning assistants, and other technologies that produce content or provide automated assistance.

Guiding Principles

Learners are expected to:

- Use AI tools ethically and responsibly.
- Demonstrate their own professional knowledge, skills, and reflections in coursework.

- Uphold academic integrity and professional standards expected of K–12 educators.
- Comply with all course-specific instructions regarding AI use.

Acceptable Uses of AI

Learners may use AI tools for the following purposes:

- Brainstorming ideas or generating outlines.
- Editing for grammar, clarity, tone, or formatting.
- Summarizing readings or helping organize notes for personal understanding.
- Supporting accessibility needs (e.g., language translation, readability support).

In all cases, AI should be used as a support tool, not a replacement for original thinking, professional judgment, or personal reflection.

Unacceptable Uses of AI

The following uses of AI are not permitted unless explicitly authorized in course instructions:

- Using AI to complete quizzes or assessments.
- Submitting AI-generated work as one's own without meaningful modification.
- Allowing AI tools to generate reflective responses, professional statements, or personal experiences that are expected to be authentic.
- Uploading confidential, sensitive, or personally identifiable student, school, or district information into AI tools.
- Using AI in ways that violate copyright, licensing, or data privacy laws.

Professional Responsibility and Data Privacy

As K–12 professionals, learners are expected to model responsible technology use. Learners must:

- Protect student and school data at all times.
- Avoid entering real student names, records, or identifiable information into AI platforms.

- Follow district, state, and federal guidelines related to technology use and data privacy.

Policy Violations

Violations of this policy may be treated as breaches of academic integrity or professional conduct and may result in:

- Revision or resubmission of assignments.
- Reduced or failing grades on course quizzes and assessments.
- Further action in accordance with Elevate Teacher Professional Development policies.

Ongoing Review

AI technologies are rapidly evolving. This policy will be reviewed periodically and updated as needed to reflect emerging tools, ethical considerations, and best practices in K–12 and higher education.