# FBISD Academic Integrity Guidelines:

## Using AI and External Sources Responsibly

**Our Commitment to Your Learning:**

In Fort Bend ISD we believe that academic integrity is fundamental to a meaningful and valuable learning experience. These guidelines are designed to help you understand your responsibilities when using AI tools and other external resources in your online courses. Our goal is to foster an environment where you can develop critical thinking skills, demonstrate your own understanding, and prepare for future academic and professional success.

**What is Academic Integrity?**

Academic integrity means that all work you submit is your own original thought and effort, and that you honestly represent your understanding of the material. It encompasses:

* **Honesty:** Presenting your own work and acknowledging the contributions of others.
* **Trust:** Building a reliable and fair learning environment for everyone.
* **Responsibility:** Taking ownership of your learning and actions.
* **Respect:** Valuing the intellectual property of others and the learning process itself.

**Understanding AI and External Sources:**

The digital age offers incredible access to information and powerful tools, including Artificial Intelligence (AI) like ChatGPT, Gemini, and others. While these resources can be valuable for learning and research, their misuse can compromise your academic integrity.

**I. General Principles for All Work:**

1. **Originality is Key:** All submitted assignments (essays, projects, quizzes, exams, etc.) must be your own original work.
2. **Understand, Don't Just Copy:** The purpose of assignments is to assess your understanding of the course material, not your ability to find or generate answers from external sources without comprehension.
3. **Cite Your Sources:** Whenever you use information, ideas, or words that are not your own original thought, you *must* cite the source properly. This applies to direct quotes, paraphrased information, and even general ideas you gained from a specific resource.
4. **Collaboration Guidelines:** If an assignment permits collaboration, ensure you understand the specific boundaries set by your teacher. Independent work should always be your own.

**II. Guidelines for Using AI Tools (e.g., ChatGPT, Gemini, etc.):**

AI tools can be helpful for brainstorming, understanding complex concepts, or improving writing style. However, their use is strictly regulated to ensure academic integrity.

1. **AI as a Learning Aid, Not a Substitute for Thought:**
   * *Permitted Use (with disclosure/citation if applicable):*
     + Brainstorming: Generating initial ideas or outlines for an essay.
     + Explaining Concepts: Asking AI to clarify difficult concepts or provide examples (you must then process and articulate this understanding in your own words).
     + Grammar and Style Check: Using AI for proofreading, grammar correction, or suggestions for improving sentence structure.
   * *Prohibited Use:*
     + Generating Full Answers/Essays: Submitting any content wholly or substantially generated by AI as your own. This includes essays, paragraphs, answers to open-ended questions, or code.
     + Copying and Pasting Directly from AI: Using AI-generated text without significant revision, critical analysis, and integration into your own original work.
     + Using AI for Quizzes/Exams: Inputting questions from a quiz or exam into an AI tool to get answers.
     + Circumventing Learning Objectives: Using AI to avoid engaging with the course material and developing your own understanding.
2. **Disclosure and Citation of AI Use:**
   * *If your teacher permits the use of AI for specific tasks, you must explicitly disclose its use.* This may involve a specific citation format provided by your teacher (e.g., "AI tool used for brainstorming initial essay ideas") or a general statement.
   * *Treat AI-generated content (even if revised) as a source.* If you significantly derive ideas or phrasing from an AI tool, consider how you would cite a human collaborator or source, and discuss this with your teacher if unsure.
3. **Your Voice Remains Paramount:** Even if you use AI for support, your final submission must reflect your own voice, critical thinking, and a clear demonstration of your learning.

**III. Guidelines for Using Other External Sources (Internet, Books, Articles, etc.):**

1. **Credible Sources:** Prioritize reliable and reputable sources for your research. Be wary of unverified websites or sources without clear authorship.
2. **Proper Citation is Mandatory:**
   * *Direct Quotes:* Enclose direct quotes in quotation marks and provide an in-text citation (e.g., author, page number, or URL).
   * *Paraphrasing:* When you rephrase someone else's ideas in your own words, you must still cite the original source. While you are using your own words, the *idea* originated elsewhere.
   * *Summarizing:* When summarizing a longer text or argument, you must also cite the source.
3. **Avoid Plagiarism:**
   * *"Copy-Paste" Plagiarism:* Copying text directly from a source without quotation marks and citation.
   * *Paraphrasing Plagiarism:* Changing a few words in a sentence or rearranging sentence order while still relying too heavily on the original phrasing and failing to cite.
   * *Idea Plagiarism:* Using an idea or argument from a source without acknowledging where you got it, even if you express it in your own words.

**IV. Consequences of Academic Dishonesty:**

Violations of these academic integrity guidelines will result in serious consequences, which may include but are not limited to:

* Request to resubmit the assignment
* A zero for the assignment.
* Parent/guardian notification.
* Referral to the school administration for cheating as indicated in the FBISD Code of Student Conduct
* Removal from O-LAB programs
* Impact on your academic record and future recommendations.

**V. Seeking Help and Clarification:**

If you are ever unsure about whether something constitutes academic dishonesty, or how to properly cite a source or use an AI tool, **ALWAYS ask your teacher for clarification before submitting your work.** We are here to support your learning and help you navigate these guidelines.

**By enrolling in this online course, you agree to abide by these Academic Integrity Guidelines.**

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| **ACADEMIC HONESTY STATEMENT** (to be signed by student) |
| ***I, understand that any act of academic dishonesty will result in immediate withdrawal from the* O-Lab *program.*** |
| **Campus:** Choose an item.  **Student ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Student Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |