



January 2025

Generative AI Policy for the IB at Esbjerg Gymnasium

Please notice that the present AI policy applies to the IB department at Esbjerg Gymnasium only. In the two national educations offered (HF and STX), a different policy reflecting the Danish educational system applies

The key principles when working with AI in the IB-DP are:

1. The use of AI is acceptable if the student learns from it.
2. The use of AI is not acceptable if the students pretend that they did something they did not.
3. AI-generated work included in a piece of assessment must be credited in the body of the text and appropriately referenced in the bibliography.

As an IB student at Esbjerg Gymnasium using generative AI (Copilot, ChatGPT and similar engines) is allowed. However, it is never acceptable to hand in a written assignment produced, in parts or completely, by AI. AI should be considered a sparring partner not a source. At all times, students must follow these guidelines:

1. Do not copy-paste text from an AI engine into a written assignment. Everything handed in for assessment must be the student's own work.
2. Information produced by AI is not always reliable or precise, and therefore it is important to verify through other sources.
3. AI may be used to find sources and help gain understanding of a topic, concept or particular phrases.
4. The use of software to improve language and grammar is not permitted in language acquisition. For subjects other than language acquisition, the use is acceptable.

Generative AI is a supplement to the student's understanding and research not a replacement. Example: using AI in relation to a paper on *Climate changes and its impact on biodiversity*

1. Ask AI: How does climate changes affect biodiversity?
2. Read the answer and identify key concepts and ideas.



3. Use these as inspiration for further research and investigation. Find sources on the topic.
4. Use your research to formulate, in your own words, what you have found out.
5. Throughout the process, AI can be seen as a sparring partner for inspiration and perspectives on the topic.

Data security - guidelines

When working with AI, data security is extremely important and adhering to the following rules is imperative.

1. Protection of private information
 - Do not share personal information such as: name, address, phone number, birthday, social security number, passwords, photos, opinions or other sensitive information.
 - Notice that AI engines can not guarantee confidentiality of information typed in.
 - Respect the privacy of fellow students and avoid collecting or sharing their personal information through services using generative AI.
2. Safe online conduct
 - Be advised that everything typed into services using generative AI is stored and logged for analysis and used for improving the engine.
 - Report suspicious or inappropriate content or conduct you may encounter to the IT-department.
3. Passwords and security of accounts
 - Protect your password to school servers.
 - Use a strong password.
 - Never share your password with others.
 - If you suspect that your login or password has been compromised, contact the IT-department immediately.
4. Risks
 - Always evaluate information from AI services critically and verify through alternative sources or your teachers.
 - Never use information from AI services without further verification.



5. Guidance

- Consult your teacher or the IT-department if you have questions or concerns regarding data security when using AI.
- Adhere to school guidelines and policies regarding AI and ask for help when necessary.
- Collaborate with your teachers and fellow students to secure a safe and responsible use of generative AI in your education.