When You Suspect AI Misuse

A fair process for teachers, with a documentation form. Decide from evidence and conversation, never from a detector score alone.

Prepared by The Ethics Lab. Anik Sahai, Executive Director.

> **AI detectors cannot prove anything.** A 2023 study found detectors "consistently misclassify non-native English writing samples as AI-generated." Vanderbilt turned off Turnitin's AI detector in 2023: even a 1% false positive rate would have wrongly flagged about 750 of the 75,000 papers it submitted in 2022. A score can be a reason to look closer, never a finding.

1. Check the level first

Find where you stated the AI level in writing. If it was unclear, or missing and students were never told that means Level 0, treat it as a misunderstanding: reteach and have the student redo the work.

2. Gather evidence

WORTH LOOKING AT

- Earlier work and in-class writing
- Notes, drafts, version history
- Any AI use disclosure
- Sources, quotes, or facts you cannot find
- Content that misses your prompt or ignores class material

NOT ENOUGH ON ITS OWN

- A detector score, or "it sounds like AI"
- Writing better than you expected
- Fluent or plain writing from an English learner
- Improvement after tutoring
- Missing version history (some students draft offline)

3. Talk, then let the student show what they know

Meet privately and soon. Ask, don't accuse: "Walk me through how you wrote this." "What does this paragraph mean?" "Did you use any tools or get help?" Then give a short check of the same skill, such as explaining a key idea or writing a paragraph in class, following any IEP or 504 accommodations.

4. Decide and write it down

FINDING	TYPICAL RESPONSE
No misuse	Close the case and tell the student.
AI allowed but not disclosed, first time	Reteach disclosure. Student adds it. A second time counts as beyond the level.
Beyond the level, first time	Student redoes the work at the correct level. Contact a parent or guardian.
Repeated or serious	Follow the Code of Student Conduct. Refer to an administrator. Contact a parent or guardian.
Cannot tell	No penalty. Have the next assignment of this kind done in class. Keep the record.

You decide, not software. Use the form for every case past step 3, including no misuse. To prevent the next one: label assignments (Guide 2), teach disclosure (Guide 3), grade the process (Guide 7).

> **Florida:** Rule 6A-1.0957(3)(e)10 says AI is "never used as a decision maker absent human review." If an AI tool's output was evidence, also log your review on the Florida kit's Form AI-8B.

Sources. W. Liang et al., arXiv:2304.02819 (2023), Patterns · Vanderbilt University, "Guidance on AI Detection...," Aug. 16, 2023 · TeachAI, AI Guidance for Schools Toolkit · Rule 6A-1.0957(3)(e)10, F.A.C. Opened November 12, 2026.

FORM G-6

Suspected AI Misuse: Documentation Form

One form per case. Write facts, not conclusions, until Part E. This form may become part of the student's education record; keep it under your student records policy and share it only with people who need it.

STUDENT	GRADE	COURSE AND PERIOD	TEACHER

ASSIGNMENT	DATE SUBMITTED	AI LEVEL STATED	WHERE STATED
		0 1 2 3 none	

A. What raised the concern?

☐ Unverifiable sources or facts ☐ Does not fit the prompt ☐ Unlike in-class work ☐ No drafts or history ☐ Detector score (never enough alone) ☐ Other: _____

B. Evidence reviewed (what each showed)

ITEM	REVIEWED?	WHAT IT SHOWED
Earlier and in-class work	Y / N	
Drafts and version history	Y / N	
AI use disclosure	Y / N / none	
Sources and citations checked	Y / N	

C. Conversation with the student

Date _____ Others present _____ The student's account, in their words:

D. Chance to show understanding

☐ Explained the work ☐ Answered questions ☐ Wrote in class ☐ Declined ☐ Accommodations followed: _____

E. Finding, and the evidence it rests on (not a detector score)

☐ No misuse ☐ Allowed but not disclosed ☐ Beyond the level, first time ☐ Repeated or serious ☐ Cannot tell

F. Outcome and follow-up (date and details)

Outcome given to student
Parent or guardian contacted
Referred to administrator
Student told how to ask for review

Teacher signature _____ Date _____

Student signature (shows receipt, not agreement). Student comment on back, optional. _____ Date _____

Legal notice. This document is a template and general information, not legal advice, and using it does not create an attorney-client relationship. Laws and rules change; this version reflects sources checked on November 16, 2026. The Ethics Lab is not a law firm and has not reviewed your district's circumstances. Have your school board attorney review any policy, notice, or contract language before adoption or use. Provided as is, without warranty of any kind; The Ethics Lab is not liable for any use of it.

Free to copy, adapt, and share for non-commercial use with credit to The Ethics Lab (CC BY-NC 4.0). A school board or school may adopt or issue the policy, procedure, notice, form, and contract text as its own without crediting The Ethics Lab in the adopted document, though we appreciate it when you do: credit helps keep a small nonprofit running and these resources free. Downloads require your role and school or district through the form at ethicslabs.ai/ai-policy, so we know who is using the toolkit. The Ethics Lab · 501(c)(3) nonprofit · EIN 42-2016932 · Boca Raton, Florida · ethicslabs.ai · anik@ethicslabs.ai