Artificial Intelligence Policy

Policy Title:	Use of Artificial Intelligence
Function:	For information and guidance regarding Ai use.
Status:	Approved
Statutory guidance:	The Department for Education's (DfE's) policy paper "Generative Artificial Intelligence (AI) in Education
Audience:	Staff, leaders, trustees and local authority
Ownership:	Headteacher
Last reviewed:	March 2025
Reviewed by:	Headteacher
Next review:	February 2026

1. Aims and objectives

This policy sets out guidance and rules for using generative artificial intelligence (AI) at The Blue Coat School Liverpool. The aim is to uphold academic integrity while embracing technological advancements that support learning.

These guidelines apply to the entire Blue Coat School community, encompassing both students and staff.

2. Guidance

This policy applies to all students, teachers, and school staff in relation to coursework, homework, assessments, and examinations where AI tools may be utilised. It has been written based on guidance from the DFE's policy paper 'Generative Artificial Intelligence in Education"

3. Principles of AI usage

We will harness AI's capabilities to enhance education, support students and teachers, and create inclusive learning environments. Recognising AI's fast-paced technological evolution, we commit to updating our AI policy as needed.

- **Transparency:** We will be transparent and accountable in our AI decision-making processes.
- **Understanding AI:** AI will soon be a part of most productivity and creativity tools, blending with human output. We aim to guide users to use AI effectively and make good decisions.
- **AI accuracy and bias:** We will be mindful of identifying biases that derive from the data AI has been trained on or the ethical overlay that humans have added.
- **AI limitations:** we will acknowledge the limitations alongside understanding its benefits.
- **Equity and inclusivity:** We will consider using AI to broaden our communities, bridge the digital divide, and create a supportive and inclusive AI culture.
- **Mental Health:** We will be mindful of the potential of AI to impact both positively and negatively on mental health and will teach pupils to use it responsibly.
- **Student Empowerment:** AI should encourage active engagement, independent thinking, and the development of skills and attitudes for life. Teaching and learning should be tailored to ensure that AI usage to does not steal the challenge from activities
- **Creative Collaboration:** We should embrace AI's opportunities to work together to be creators, not just content generators.

4. Safe and effective use of AI by students

- This policy covers the use of any AI tool, whether standalone or integrated into platforms like Copilot in Microsoft Teams. It applies to all content creation, including text, artwork, graphics, video, and audio.
- Students can use AI tools to generate content for their schoolwork unless specifically told not to by their teachers. In some situations, they may be encouraged to explore AI tools for learning purposes.
- While AI programs can help with ideas and brainstorming, students should be aware that the generated material may have inaccuracies. They are advised to verify ideas against reliable sources.
- Students are responsible for the content created by AI, whether it's from large language models (LLMs), code generation models, or image generation models.
- To maintain academic integrity, students must clearly indicate which parts of their work were created by AI and which were done by them. Submitting entirely AI-generated work without proper attribution is considered plagiarism.
- In certain situations, the use of AI may be restricted, and tasks may be designed to exclude AI tools, such as working offline or under supervision.
- Students should ask their teachers for clarification before using AI for any assignment, ensuring responsible and effective use of AI technologies.

5. Exam and Assessment Integrity:

- Our school abides by the JCQ AI Use in Assessments Policy.
- AI tools must only be used when the conditions of the assessment permit the use of the internet and where the student is able to demonstrate that the final submission is the product of their own independent work and independent thinking.
- Teachers must remain vigilant in detecting AI generated submissions and apply appropriate assessment methods to ensure academic integrity.
- AI tools are strictly prohibited during formal examinations unless explicitly allowed as part of an accessibility accommodation.
- Coursework submissions suspected of being AI-generated may be subject to additional verification or further questioning.
- Examples of AI misuse include, but are not limited to, the following: -

  1. Copying or paraphrasing sections of AI-generated content.
  2. Copying or paraphrasing whole responses of AI-generated content.
  3. Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations.

4. Failing to acknowledge use of AI tools when they have been used as a source of information.
5. Submitting work with intentionally incomplete or misleading references or bibliographies
6. Bypassing plagiarism detection or other integrity verification tools.

A link to the JCQ policy is provided here.

6. **Use of AI Misconduct Policy**

- Students are prohibited from using AI to create and/or distribute content that is discriminatory, harmful, offensive, or intentionally biased.
- Students who do not use AI tools responsibly may be subject to sanctions, either at an internal school level or externally, if work is submitted for broader assessment, including resubmission of work, grade penalties or further academic consequences as determined by school regulations.
- When it relates to NEA, pupils will be required to sign authentication statements, and any suspected misuse of AI will need to be reported to the relevant awarding body.