



AI Use for Staff and Students Policy

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Statement of intent

This policy provides guidance for the safe, ethical and effective use of Artificial Intelligence (AI) tools by staff and students at Grey Court School. It ensures responsible integration of AI into teaching, learning and administration, while safeguarding staff, students and data.

The policy also explains how students at Grey Court are expected to use Artificial Intelligence tools responsibly, ethically and safely both in and out of school. It supports learning and creativity while ensuring honesty and compliance with exam regulations.

Scope

This policy applies to all teaching and support staff using AI tools in lesson planning, assessment, communication or administrative duties.

It also applies to all students in years 7-13 who may access or use AI tools for school-related work, homework, revision or communication.

Definitions

Artificial Intelligence refers to tools and systems that simulate human intelligence to generate content, analyse data or support decision making. Examples include, but are not limited to: ChatGPT, Google Gemini, MagicSchool, Canva AI, Grammarly, and AI features in Microsoft or Google products.

Generative Artificial Intelligence

Generative artificial intelligence (Gen AI) refers to technology that can be used to create new content (eg text, code and images) based on the data the models have been trained on.

Our school is aware of the potential benefits of using Gen AI, such as for reducing staff workload and freeing up teachers' time. At the same time, our school is aware of the risks and dangers associated with using Gen AI. We will use the Department for Education's advice and guidance on using Gen AI in education, to ensure we integrate Gen AI tools safely and keep children's best interests central at all times. Safeguarding concerns that arise through an individual's use of artificial intelligence will be responded to in line with our safeguarding policies.

Acceptable use of AI for staff

- Planning and generating lesson materials, resources and activities
- Creating ideas for classroom differentiation and support
- Assisting with administrative tasks (eg report templates, newsletters)
- Supporting communication by drafting emails or announcements
- Developing quiz questions, summaries and retrieval practice tasks

- Supporting the marking process by generating feedback, exemplar responses or summaries of student work. AI tools must not be used for final assessment judgements
- Generating/brainstorming ideas for new activities to use in a classroom
- Helping create first drafts for emails for communication
- Assistance for teachers with additional needs, such as grammar checkers.

Unacceptable use of AI for staff

- Do not use AI to generate or handle personal, sensitive or confidential data
 - Do not enter pupil names, photos, addresses, or other personally identifiable information into AI platforms (eg ChatGPT, Google Gemini, Microsoft Copilot)
 - Do not use AI to draft reports, referrals or correspondence that includes sensitive staff or pupil data. UK GDPR and the Data Protection Act 2018 impose strict rules on handling personal data. Uploading sensitive staff or pupil data may violate these laws.
- Marking formal assessments
 - Where professional judgement is expected, do not use AI to mark coursework/assessments
 - Do not rely on AI generated feedback without reviewing and editing it thoroughly for accuracy and tone.
- Communicating with parents or external stakeholders
 - Emails, letters or reports drafted with the help of AI that will be sent externally, must be reviewed and edited by the sender before sending
- Do not use AI tools that have not been approved by the school
 - Do not sign up to or use AI platforms using your school email address unless approved by IT/SLT
 - Do not install browser extensions or apps related to AI on school devices without permission. AI tools can be exploited to gather data. Exercising caution before downloading/using new tools will prevent data breaches.
- Do not encourage or require students to use AI for academic work

- Do not instruct students to use AI tools for completing homework or coursework unless part of a structured, approved activity with clear guidance.
- Do not share AI generated content without fact-checking
 - Do not copy and paste AI generated materials (eg lesson content, summaries, worksheets) directly into teaching or presentations without verifying accuracy and bias
 - AI tools may sometimes generate inaccurate or misleading information in an attempt to fulfil a request. They may also misinterpret or incorrectly summarise the sources they draw from.
- Do not breach copyright or plagiarism rules
 - Do not use AI to copy, edit or republish existing copyrighted materials without proper permissions.

Acceptable use of AI for students

- Using AI tools to help explain difficult concepts
- Brainstorming ideas for creative writing, projects or revision
- Practising skills through quizzes or flashcards generated by AI
- Generating exam questions for revision, with guidance from teaching staff
- Exploring AI tools in lessons, where permitted by the teacher
- Assistance for students with additional needs, such as grammar checkers.

Unacceptable use of AI for students

- Do not use AI to cheat or complete your work for you
 - You must not copy and paste or write out word for word, AI generated answers into homework, coursework or exams. This will be considered plagiarism
 - Any use of AI to produce full or partially completed essays, projects or solutions, and present them as your own is considered plagiarism.
- Do not ask AI to help you bypass school rules or security

- This includes asking AI how to hack, unlock blocked websites, or access restricted school systems
- This also includes asking AI how to make or do anything which contravenes any of the school's rules.
- Do not submit AI generated work without permission
 - If you are allowed to use AI (eg to check grammar), you must still explain your thinking and learning
 - Always follow your teacher's specific instructions
 - Make sure it is clear where and how you have used AI for all pieces of work. For example, writing at the bottom of a page if Grammarly was used
 - All undeclared AI usage will be treated as plagiarism.
- Do not use AI to create or share harmful, fake or inappropriate content
 - This includes AI made images, deepfakes, false news or content that is offensive or misleading.
- Do not use AI to bully, harass or target others
 - Using AI to generate insults, messages, images or deepfakes that upset or harm others is strictly forbidden and will be treated as bullying.
- Do not rely on AI as your only source of information
 - AI can sometimes give incorrect or outdated answers. You must think critically and use trusted sources when researching.
- Do not use AI tools unless you are allowed to
 - Some assignments or lessons will not permit AI use. If you're not sure, ask your teacher first.
- Do not share personal or private information (eg name, school, address) with AI tools.

AI and exams (JCQ and UK exam board guidance)

According to the Joint Council for Qualifications (JCQ), students must not use AI tools to gain an unfair advantage.

You must not:

- Use AI generated text or responses in any coursework or NEA (non-exam assessment)
- Copy or paraphrase AI generated content without proper acknowledgement
- Use AI in any way that breaches exam regulations.

Doing so may be considered malpractice and could result in disqualification.

Use of AI detection software

As part of our commitment to upholding academic integrity and fair assessment, the school uses Turnitin's AI detection tool to support the identification of inappropriate use of artificial intelligence in student submissions, particularly for coursework and non-exam assessments.

Grey Court School expects that all work submitted for assessment will be the student's own independent work. Where students are suspected of cheating, plagiarism or submitting AI generated work as their own, they will be investigated. To ensure the integrity and authenticity of all submissions, student work intended for examination board submission will be reviewed using Turnitin's AI detection software. This process will be completed at least two weeks before the official deadline, providing time to address any concerns collaboratively, and to support students in meeting academic standards.

Purpose of AI detection software (Turnitin)

- The AI detection function in Turnitin is used to help teachers identify potential AI generated content in student work
- This tool is intended to support professional judgement, not to make definitive determinations about malpractice.

How AI detection is used

- All student work submitted through Turnitin is automatically reviewed for both text matching (plagiarism) and potential AI generated content.
- Where Turnitin indicates a significant portion of a submission may be AI generated, the following should be noted:
 - A review of the flagged sections in the context of the student's known writing style and previous work will be conducted
 - The AI detection score generated by Turnitin does not serve as definitive proof of malpractice
 - Scores indicating potential AI use are triangulated with teacher judgement, the student's prior work, and any relevant contextual factors
 - A high AI generated percentage may prompt a conversation with the student and a review of the work submitted

- A consultation with senior staff will take place if there is a concern about potential academic malpractice.

Thresholds and action

- No fixed percentage automatically constitutes malpractice. However, an AI detection score of over 20% may lead to further review
- Scores above 50% will normally be referred to the subject lead or Head of Department for closer scrutiny
- In cases of concern, students may be asked to:
 - Explain their process for producing the work
 - Provide drafts, notes or planning material
 - Reproduce part or all of the work under supervised conditions.

Fairness and due process

- Students will have the opportunity to respond to any concerns raised
- Suspected malpractice will be handled in accordance with JCQ regulations and our school's behaviour policy
- Turnitin results will always be used as supporting evidence, not as the sole basis for sanctions.

Acknowledging use of Generative AI

In all cases, students are required to truthfully acknowledge whether elements of any work they submit has come from artificial intelligence.

You should make clear in your work where you have used Gen AI (eg for support with writing style but not for content).

Artificial intelligence is evolving rapidly and there is not yet consensus on how to acknowledge and reference it. The minimum requirement to include in acknowledgement is:

- Name and version - Copilot
- Publisher - Microsoft
- URL - <https://m365.cloud.microsoft/chat>

- Brief description (single sentence) of the context in which you used the tool.

Example acknowledgement

I acknowledge the use of Copilot (Microsoft, <https://m365.cloud.microsoft/chat>) to summarise my initial notes and to proofread my final draft.

Data protection and privacy

Staff must not use AI tools to process personal data unless the tool has been approved by the school's Data Protection Officer.

- No identifiable student, staff or parent data should be entered into AI platforms
- Personal data refers to any information that can be used to identify an individual, either directly or indirectly. This includes names, initials, addresses, contact details, student numbers, assessment data, photographs, or any combination of information that could reveal identity.

Transparency and accountability

- Staff are accountable for all outputs derived from AI and must apply professional judgement
- Staff must ensure that AI generated content is reviewed for accuracy, appropriateness and alignment with school values and curriculum standards. Accountability lies with the individual staff member to ensure AI tools are used ethically; do not replace professional judgement, and comply with data protection and safeguarding policies.

Training and support

- Staff are encouraged to engage with CPD related to AI
- The school will provide training to support appropriate use
- Students will receive guidance on AI use, including how to use it responsibly and critically
- Staff must ensure that students receive appropriate training and guidance before being asked to engage with, or use, AI tools in any capacity as part of their learning
- If there are any questions regarding the use or implementation of AI, please contact Mr Jacob or Mr Von Sun.

Monitoring and review

- This policy will be reviewed annually or if we receive updates from the Department of Education, and as AI technology and guidance evolve
- Misuse of AI tools will be addressed under the school's behaviour policy.

Related policies

- Acceptable use policy
- Data protection policy
- Safeguarding policy
- Teaching and learning policy
- Behaviour policy.