
Belfairs Academy



Artificial Intelligence Policy

September 2024

Date created	September 2024
Version	1
Status	Ratified
Applicable to	All stakeholders
Author	SIB
Checked by	WIB
Valid from	September 2024
Review on	September 2025

PURPOSE

The purpose of this policy document is to establish guidelines for the ethical, secure, and responsible use of Artificial Intelligence (AI) technologies in our Academy. It is designed to provide a framework for the appropriate use of AI technologies while ensuring that students' privacy, security, and ethical considerations are taken into account.

SCOPE

This policy document applies to all members of our Academy community, including students, teachers, administrative staff, and other stakeholders who may use AI technologies in the Academy environment.

Identification of stakeholders involved in the implementation of the policy:

The following stakeholders are involved in the implementation of this policy: school leadership, teachers, administrative staff, students, and parents/guardians.

POLICY STATEMENT

Our academy is committed to using AI technologies in an ethical, transparent, and responsible manner. We acknowledge that AI technologies have the potential to significantly enhance student learning and engagement, but we also recognise the importance of protecting student privacy and ensuring that the use of these technologies is consistent with ethical considerations.

The use of AI technologies in our Academy aligns with our mission to provide a high-quality education that prepares our students for success in the 21st century. AI technologies have the potential to support personalised learning and help teachers identify areas where students need extra support. They can also support research and writing activities and provide opportunities for students to develop skills related to critical thinking, problem-solving, and digital literacy.

Generative artificial intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. Belfairs Academy recognises that AI has many uses to help pupils learn but may also lend itself to cheating and plagiarism. Pupils may use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or completing homework about AI-generated images. All AI-generated content must be properly attributed.

Pupils may not use AI tools:

- During assessments, including internal and external assessments and coursework.
- To write their homework or class assignments, where AI-generated text is presented as their own work.

Belfairs Academy considers any unattributed use of AI-generated text or imagery to be plagiarism.

Guidelines for AI Use

1. **Supplemental Aid:** AI can be used as a tool for assistance in brainstorming ideas, understanding complex texts, or improving grammar and syntax. However, the bulk of the thinking, analysis, and composition should be the students' own.
2. **Reference and Citation:** If significant insights or phrases are borrowed from AI, these should be properly cited, much as you would cite a human source.
3. **Clarification, Not Substitution:** AI should be used for clarifying doubts or seeking explanations, not as a shortcut to avoid reading, analysis, and comprehension.
4. **Learning, Not Completing:** AI should be used as a tool for learning, not just for task completion. The primary goal should be understanding and skill development, not completion of an assignment.
5. **Tutoring, Not Completing:** AI should be used to ask questions as the student would of a teacher. Just as a teacher would not provide "what are the answers," neither should AI.

Violations of Policy

1. **Unattributed Use:** Copying significant portions of AI-generated content without appropriate citation.
2. **Over-reliance:** Leaning on AI to do most of the work, particularly the critical thinking or creative aspects of assignments.
3. **Substitution:** Using AI to bypass necessary steps in assignments, such as reading or analysis.

Please remember, the main purpose of education is to learn and grow, and while AI can be a helpful tool in that process, it cannot replace active engagement and efforts. AI should be used responsibly, respecting the principles of academic integrity.

RESPONSIBILITIES

The following individuals and groups are responsible for the implementation and maintenance of this policy:

- School leadership: responsible for providing resources, guidance, and support for the implementation of the policy.
- Teachers: responsible for implementing the policy in their classrooms, including providing instruction on the ethical and responsible use of AI technologies.
- Administrative staff: responsible for ensuring that AI technologies are used in compliance with the policy, including data privacy and security policies.
- Students: responsible for using AI technologies in an ethical and responsible manner, as outlined in this policy.
- Parents/guardians: responsible for supporting their children's appropriate and ethical use of AI technologies in compliance with this policy.

This policy will be reviewed annually.