Belfairs Academy



AI Policy

September 2026

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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 and out of 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 stakeholders privacy and ensuring that the use of these technologies is consistent with ethical considerations such as misuse by all stakeholders that enhance submitted work for assessments and the responsibility of staff to investigate in doubt about the authenticity of students' work and take action.

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

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

This document emphasises the following requirements:

• In accordance with 5.3(k) of the *JCQ General Regulations for Approved Centres* (https://www.jcq.org.uk/exams- office/general-regulations/), teachers and assessors must only accept work for qualification assessments which is the students' own;

• Students who misuse AI to the extent that the work they submit for assessment is not their own will have committed malpractice in accordance with JCQ regulations and could attract severe sanctions;

• Students and centre staff must be aware of the risks of using AI and must be clear on what constitutes malpractice;

- Students must ensure work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI-generated responses, those elements must be identified by the student and they must understand this will not allow them to demonstrate they have independently met the marking criteria and therefore will not be rewarded.

• Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action.

• Students must ensure work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI-generated responses, those elements must be identified by the student.

Roles and Responsibilities:

Head of Centre:

- Ensure policies and procedures are in place to monitor and authenticate students' work, addressing AI misuse.
- Maintain a malpractice policy that covers AI use, including guidelines on when AI may be used and how it should be acknowledged.
- Regularly review and update policies to reflect AI developments and associated risks.
- Ensure staff are trained to identify AI misuse.
- Communicate with parents about AI-related risks and the importance of students' work being their own.
- Ensure students are aware of the consequences of AI misuse, including potential disqualification.
- Ensure students understand their declaration of authenticity and the penalties for false declarations.

- Have a process for addressing AI misuse within the centre before declarations of authenticity are made.
- Ensure teachers do not rely solely on AI tools for marking student work.
- Ensure students using computers for assessments cannot access AI tools if prohibited.

Teachers:

- Accept only work that is demonstrably the student's own.
- Investigate any doubts about the authenticity of a student's work and take appropriate action.
- Make students aware of:
    - appropriate and inappropriate AI use
    - the risks of AI misuse
    - the consequences of AI misuse, including disqualification.
- Guide students on proper referencing and acknowledgement of AI-generated content.
- Reinforce the importance of independent research and original work.
- Ensure students sign authenticity declarations and understand their significance.
- Collaborate with colleagues to monitor AI use and refine school policies.
- Follow school policies if AI misuse is suspected before students sign the authenticity declaration.
- Do not use AI tools as the sole basis for marking student work.
- Where the teacher/assessor cannot assure themselves, they must follow the centre's internal procedures and the published guidance for assessment

Students:

- Misuse of AI (copying, paraphrasing, or failing to acknowledge AI-generated content) is malpractice.
- Work submitted for assessment must be your own and reflect your knowledge, skills, and understanding.
- AI generated content must be properly referenced and reliance on AI will not earn marks.
- AI misuse can lead to disqualification or a ban from future qualifications.

- You must sign a declaration confirming your work is your own. False declarations have serious consequences.
- Understand and follow your school's malpractice policy.
- Be aware that AI detection tools may be in use, and examiners and assessors can identify AI generated content.

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 marking.
4. **Reporting:** Not reporting breaches of the policy to the relevant authority and or taking steps to do so.

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.

Supporting information has been taken from the Joint Council of Qualifications: Revision Two: Published on the 30/April/2025