Whole College Artificial Intelligence Policy

This policy applies to:

Whole College

Monitored by:

Deputy Head Academic

Academic Management Team

Director of Digital Strategy and Data

Person responsible for this policy:

Deputy Head Academic (Senior School)

Review dates:

Last Review: November 2025

Next Review: September 2026

CONTENTS

POLICY OBJECTIVE

To provide clear guidance on the responsible, ethical, and effective use of Artificial Intelligence (AI) by staff and students at Ardingly College, in line with our values and the College's Academic Integrity Policy (see especially sections on "Use of Artificial Intelligence", "Misuse of AI", and "Acknowledging the use of AI in work").

POLICY AIMS

1. To promote the positive use of AI as a support for learning and teaching.

2. To define acceptable and unacceptable uses of AI within the College community.

3. To ensure all AI usage supports academic integrity, privacy, and intellectual honesty and sustainability.

4. Protect staff, student, and institutional data when using AI platforms.

5. Prepare students to be responsible and informed users of AI in a rapidly evolving digital world.

WHAT IS AI AND WHY DOES IT MATTER?

Artificial Intelligence (AI) refers to computer systems that simulate aspects of human intelligence. Generative AI models—such as ChatGPT, Microsoft Copilot, and others—are designed to analyse vast datasets and generate human-like responses, content, or visuals based on prompts.

AI tools can:

- Answer questions and provide explanations
- Create text, images, code, simulations, and audio
- Translate and summarise documents
- Act as tutors, mentors, or writing assistants
- Offer feedback or suggestions for improvement

Used responsibly, AI offers opportunities to:

- Improve personalised learning and differentiation
- Enhance creativity and critical thinking
- Streamline administrative tasks for teachers
- Support language development and access to learning

However, AI also raises significant challenges related to academic honesty, data privacy, and student dependency. This policy seeks to help our community make informed, ethical, and constructive use of these powerful tools.

PRACTICE

Part 1: Staff Guidance

1.1 Introduction

Staff are encouraged to explore the educational potential of AI tools, using only those that can be found on the school approved AI Toolkit, while maintaining high standards of professional integrity, academic rigour, and data protection. AI should assist, not replace, pedagogical expertise.

The general principle in terms of 'appropriate use' is to ask **'would I normally do this for my students?'** Teachers should not encourage students to use AI in any way that would go beyond what they would reasonably do for a student. Thus, AI should be effective in helping students learn and not replace thinking and creativity.

The College should be transparent with parents about the way that staff use AI.

1.2 AI Toolkit

The AI Toolkit lists all AI tools that have been approved by the IT and Academic Management Teams for use by Ardingly staff and students.

Given the potential risks that AI tools can pose and the considerations outlined below in points 1.5 to 1.8, it is important to ensure that AI tools are properly assessed before being used by staff and students. Having an approved list is designed not only to ensure the safe and responsible use of AI at the College, but also to assist staff in choosing appropriate AI tools.

New, useful AI tools will be added to the AI Toolkit periodically by AMT and OMT, as and when they learn about them through the course of their work, including attendance at conferences and CPD. Should a member of staff wish to add an AI tool to the Toolkit, they can complete the form in Teams (in the IT Support channel), providing details of the AI tool and their reasons for wanting to use it. This request will be considered by the IT and the Data Protection Team in the first instance and, if approved, will be considered by the Academic Management Team.

Whilst the AI Toolkit ensures that the process of vetting AI tools is not the responsibility of individual staff members, it is nevertheless important that staff understand the issues and considerations surrounding the use of AI, as detailed in this section, and that they use even approved AI tools safely and responsibly. Appropriate training will be given to staff to facilitate this.

1.3 Acceptable Uses of AI for Staff

As CoPilot is within our Microsoft ecosystem, this should be the default and most secure tool to use for work-related tasks as far as possible.

Examples of appropriate AI usage include:

Teaching and Learning
- Generating lesson content, starter activities, revision and quiz questions.

- Improving lesson plans and resources to help them meet different needs, such as those students with learning support needs
- Supporting planning through summarising academic articles or reports.
- To enhance feedback to students. However, it should not replace teachers' own judgement or understanding that they need to monitor progress and plan appropriate lessons. Staff should check the marking criteria being used by AI and the outcomes or feedback before anything is shared with students.
- Assist in drafting communications (must be reviewed and edited by staff).
- Supporting EAL learners through simplified explanations or vocabulary support.
- Sparking creativity in a range of subject areas.
- Detecting unauthorised use of AI by students using the AI detection system built in house. Teachers should ensure that students remain ultimately responsible for their own work and are mindful that the College's AI detection software is not infallible.

Productivity

- Assisting administrative tasks (e.g., scheduling, proofreading and reducing duplication of work).
- Assisting with fluency and quality of reports using CoPilot. Staff remain responsible for the output.
- Undertaking analysis of data using CoPilot.
- Assisting with the planning and organisation of trips and events.

All AI-generated content must be checked for accuracy, clarity, and appropriateness.

1.4 Unacceptable Uses of AI

Staff must not:

- Use AI to make judgments about student performance without human moderation.
- Share any personal, safeguarding, medical, or sensitive data with AI platforms other than CoPilot unless fully anonymised.
- Upload confidential documents, internal strategy, or commercially sensitive data to AI platforms other than CoPilot.
- Allow AI to complete marking or feedback without oversight.
- Encourage dependency on AI among students.

Refer to the Academic Integrity Policy (p. 4–6) for further examples of unacceptable use and to the College's Data Protection and Acceptable Use of ICT Mobile Phones and other Electronic Devices policies for further guidance.

1.5 Safeguarding

Decisions about which AI tools to approve for the AI Toolkit are informed by the DfE's guidance document, "Generative AI: Product Safety Expectations". This includes ensuring that the tools either have effective safety and filtering and monitoring features, or can be effectively monitored using the College's other software.

1.6 Intellectual Property

Staff must respect student ownership of original work and avoid using student outputs to train AI systems unless explicit permission is granted by the student and their parent/guardian. See Academic Integrity Policy, p. 5 and "Intellectual Property" section.

1.7 Ethical Considerations

Staff should understand that AI tools have a potential for biases in their output which might lead to ethical concerns. For this reason, staff must review and approve any AI-output, especially any AI-assisted decision-making.

1.8 Sustainability and Environmental Impact

The AI Tool Kit will assess whether the tools are optimised for energy efficiency. Staff should promote awareness of "green AI" practices, such as being judicious in use of AI.
The AI Tool Kit makes a preference to more efficient AI models that achieve similar results with less computational power. Due to the environmental impact, staff should be mindful of using AI only when necessary.

Part 2: Student Guidance

2.1 Introduction

Students should only be using AI tools that are in the AI Toolkit and are approved for their age group. In particular, under-age students are not permitted to use AI products that are not licensed for their age group.

Students are expected to use AI tools in ways that enhance their learning while upholding academic integrity. AI should be seen as a study partner, not a shortcut, it should not be used to do more than a teacher would do. (See Academic Integrity Policy, p. 4–5.)

2.2 Permitted Uses of AI

Age-appropriate guidance:
 - **Prep and Lower School** students must not access AI products which are not licensed for use by those under the age of 13. However, some AI is integrated into products spam filters and Google searches and Microsoft 365. Our focus at this age is teaching skills and instilling a love of learning in young analytical minds.
-**Middle School and Sixth Form** students have access to products in the AI Toolkit, for use in their learning. For products like Copilot, where parental consent is required, we will assume that this has been granted as this is another part of our general approach to education.
With their teacher's knowledge, students from Shell upwards may use permitted AI tools to:

- Brainstorm or structure ideas for homework.
- Review and revise their own written work. Such as, generating feedback on their work to help them improve. Planning and structuring essays.
- Create revision materials and practice questions.
- Ask for explanations of complex topics.

- Translate or simplify texts (e.g. for EAL support).
- Create visual or musical inspiration for creative tasks.
- Manage time more effectively and plan revision.
- Improve the fluency and etiquette of their communications in Teams and emails.

For Year 9 and above, the permitted use will be indicated by the following traffic light system. Students should assume that the permitted use is "red" unless indicated otherwise by their teacher:
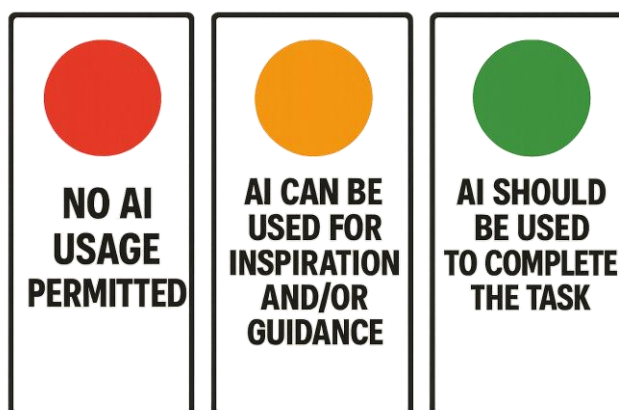
All use of AI must be acknowledged. Students must:

- Clearly state where and how AI was used (e.g. in a footnote or bibliography).
- Keep a PDF, or screen shot, record showing their prompts and the AI's responses.
- Distinguish between their own work and AI-generated suggestions.

Refer to the Academic Integrity Policy, "Acknowledging the use of AI in work" (p. 5), for formatting and documentation requirements.

2.3.1 Prohibited Uses of AI

Students must not:

- Copy or paraphrase AI content and submit it as their own.
- Use AI to complete exams, coursework, or assessments unless explicitly permitted via the traffic light system.
- Fail to acknowledge AI use when it has shaped their work.
- Submit misleading or incomplete references to AI sources.

These actions constitute academic misconduct and are subject to the College's Academic Integrity Policy (see "Misuse of AI" and "Malpractice", p. 2–4). Any misuse of AI will be investigated under the procedures outlined in this policy. Sanctions may include:

- Re-doing the work.
- Detention or formal disciplinary action.
- Notification to examination boards if applicable.

(See "Investigation" and "Sanctions", Academic Integrity Policy, p. 8–10.)

2.3.2 Sanctions

For a breach of academic honesty in a routine piece of work:

First Offence	Second Offence	Third Offence
Strike, redo work, discussion with teacher about AI usage	Friday night detention, reflective essay, redo work, parents notified by HoS	Saturday night detention, meet with HoS/Deputy Head Academic

2.4 Education

To help students understand the permissible uses of AI, as well as to help them appreciate the advantages and disadvantages of the technology more broadly (including issues related to ethics, sustainability and safeguarding), all Senior School students will receive appropriate training.

Part 3: Parents and Visitors

Parents and visitors are encouraged to promote ethical and responsible use of AI by Ardingly students.

The College will communicate any substantive changes to the way it uses AI to parents, in the interests of transparency.

MONITORING AND REVIEW

This policy will be monitored by the Deputy Head Academic (Senior School) and the Director of Digital Strategy and Data and reviewed annually. Training and updates will be provided as AI capabilities and regulations evolve.

For further guidance, refer to:

- Ardingly College Academic Integrity Policy

- Acceptable Use of ICT, Mobile Phones and other Electronic Devices Policy

- Data Protection Policy

- JCQ Guidelines on AI Use in Assessments

- Department for Education Policy Paper 'Generative artificial intelligence (AI) in education'

- Department for Education Guidance 'Generative AI: product safety expectations'