



Kimbolton School

## AI Policy: Senior School

This policy is the responsibility of Deputy Head (Academic)

Last review date: September 2023

Review due: September 2024

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### Overview

This policy covers any generative AI tool, whether stand-alone products or integrated into productivity suites, e.g., Microsoft 365 and Google Workspace. This policy relates to all content creation, including text, artwork, graphics, video and audio.

This policy should be read in conjunction with:

[Behaviour and Discipline Policy](#)

[Curriculum Policy](#) (with particular reference to plagiarism)

[Pupil ICT and iPad Acceptable Usage Agreement](#)

[Online Safety Policy](#)

[Pupil Code of Conduct](#)

### AI Values

We will harness the power of AI to enhance education, support pupils and teachers, and create inclusive learning environments. We recognise that AI is a fast-moving technological development.

- **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 about identifying biases that derive from the data AI has been trained on or the ethical overlay that humans have added.
- **AI limitations:** While recognising and utilising the power of AI for educational benefits, we will also acknowledge its limitations.
- **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.
- **Pupil Empowerment:** AI should encourage active engagement, independent thinking, and the development of skills and dispositions for life. The capacity of AI to ‘steal the struggle’ from pupils is acknowledged and should be avoided.
- **Creative Collaboration:** We should embrace AI's opportunities to work together to be *creators*, not just content generators.

## Appropriate Uses of AI in School (for Pupils)

Unless specifically told **not to** by teachers, pupils **can** use AI tools to generate content (text, video, audio, images) that will end up in your coursework, homework, activities and responses. All uses of AI in this manner must be clear and referenced so that pupils are not in breach of the Plagiarism Policy. There are situations and contexts within the school where you may be asked to use AI tools to enhance your learning and to explore and understand how these tools can be used.

Conversely, there are situations in which the use of AI is forbidden, and the tasks will be framed in a way that avoids using AI tools, such as working offline or under supervised conditions.

- Pupils should ask their teacher if they need clarification or have questions before using AI for any assignment.
- You may use AI programs such as ChatGPT to help generate ideas and brainstorm. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. You should check and verify ideas and answers against reputable source materials.
- Large language models (LLMs) tend to make up incorrect facts and fake citations. Code generation models tend to produce inaccurate outputs. And image generation models can produce biased or offensive products. You will be responsible for any content you submit, regardless of whether it originally comes from you or a foundation model.
- You must indicate what part of the assignment was written or created by AI and what was written or created by you. You may not submit any work generated by an AI program as your own.
- The submission of AI-generated answers constitutes plagiarism and violates Kimbolton’s pupil code of conduct. We reserve the right to use AI plagiarism detectors or our academic judgment to identify unappreciated uses of AI.

## AI Misuse for Examinations

Our school abides by the [JCQ AI Use in Assessments](#) Policy for examinations summarised below.

*AI tools must only be used when the conditions of the assessment permit the use of the internet and where the pupil is able to demonstrate that the final submission is the product of their own independent work and independent thinking.*

*Examples of AI misuse include, but are not limited to, the following:*

- *Copying or paraphrasing sections of AI-generated content so that the work is no longer the pupil's own*
- *Copying or paraphrasing whole responses of AI-generated content*
- *Using AI to complete parts of the assessment so that the work does not reflect the pupil's own work, analysis, evaluation or calculations*
- *Failing to acknowledge use of AI tools when they have been used as a source of information*
- *Incomplete or poor acknowledgement of AI tools*
- *Submitting work with intentionally incomplete or misleading references or bibliographies*

## AI Misconduct Policy

- Any plagiarism or other forms of cheating will be dealt with under Kimbolton's policies.
- AI privileges may be curtailed, even when allowed in coursework.
- Kimbolton's policy on plagiarism still applies to any improperly cited use of human work or submission of work by another human as your own.
- 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.

All cases of academic misconduct will be referred to the Deputy Head (Academic). A link to the JCQ policy is provided [here](#).