



AI Policy for Students

1. Why we have this policy

Artificial intelligence (AI) can be useful for learning English. It can help with ideas, vocabulary, grammar and revision.

But AI must be used in a fair, safe and honest way. This policy explains what students can and cannot do.

2. What AI means

AI includes tools that can:

- write text
- check or change writing
- make images
- answer questions
- translate
- summarise information
- create audio or video

3. Our main rule

AI can support your learning, but it must not do the learning for you.

You should use AI to help you learn better, not to replace your own thinking and language practice.

4. You may use AI to

- explain grammar
- give you extra vocabulary
- help you plan a piece of writing
- suggest ideas for speaking or writing
- make revision questions
- help you understand a difficult text
- check simple mistakes
- give you more practice in English

5. You must not use AI to

- copy AI text and say it is fully your own work
- use AI to cheat in tests or exams
- use AI in class assessments if your teacher says no
- ask AI to do all your homework for you
- use AI to write messages or work that pretend to be another person

- make rude, offensive or harmful content
- upload private information about yourself or other people

6. Be honest

If you use AI for homework, projects or presentations, you may need to tell your teacher.

For example, you can write:

I used AI to help me with ideas and grammar, but I wrote the final work myself.

Your teacher will tell you when you need to do this.

7. Protect privacy

Do not put private or personal information into AI tools.

This includes:

- passport details
- visa details
- bank details
- health information
- home address
- phone number
- private school records
- private information about another student, teacher or staff member

The school keeps personal data carefully and securely, and students should do the same.

8. Check the information

AI is not always correct. Sometimes it gives wrong answers or false information.

Always:

- check facts
- check spelling and grammar
- check that the English sounds natural
- ask your teacher if you are not sure

9. Follow your teacher's instructions

For some tasks, AI may be:

- allowed
- partly allowed
- not allowed

Always follow your teacher's instructions for each task.

10. If you break this policy

If you use AI in the wrong way, the school may:

- ask you to do the work again
- talk to you about the problem
- record the incident
- use the normal school disciplinary procedure if needed

11. Support

We want students to use AI well. We can help you learn:

- how to use AI safely
- how to use AI honestly
- how to check AI answers
- how to use AI to improve your English

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