Generative Artificial Intelligence (AI)

This policy applies to all members of our school community including those in our Early Years setting.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

Tranby – East Yorkshire seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- Acceptable Use ICT (Pupils)
- Mobile Phones
- BYOD

This document is reviewed annually by Mr T Norris, or as events or legislation change requires.

Acceptable Use of ICT (Pupils)	
Reviewed by:	Mr T Norris, Director of Studies
Date of last review:	September 2024
Approved by:	Paul Grimwood – Chair of LGB
Date of approval:	September 2024
Reason for changes:	Annual review
Next scheduled date for review:	September 2025

ARTIFICIAL INTELLIGENCE

The use of Generative Artificial Intelligence (AI) such as ChatGPT offers a valuable opportunity to enhance learning, explore new ideas, and engage in meaningful conversations. We will harness the power of AI to enhance education, support pupils and teachers, and create inclusive learning environments.

The following principles will guide our use of AI:

- **Transparency:** We will be transparent and accountable in our AI decision-making processes.
- **AI accuracy and bias:** When using AI, we will be mindful that AI can be inaccurate and biased. We will be vigilant 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 and seek to combine the best of what AI can do with the creativity, intuition and understanding that only human beings are capable of. AI will never produce a final product and will require end-user intervention, adjustment and review.
- **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 learning, and the development of skills and dispositions for life. Being able to form a good question for an AI is as powerful as forming a good answer.
- **Creative Collaboration:** We should embrace AI's opportunities to work together to be creators, not just content generators.
- **Responsible Innovation:** We will use AI responsibly and thoughtfully, considering the potential benefits and trade-offs associated with AI, such as its impact on our brain development and learning.
- **Shared Learning:** We will share the burden of ongoing research, development, and creating ethical guidelines around new tools with our staff and pupils. We will create safe spaces to ideate and discuss the risks and opportunities around AI.

APPROPRIATE USE OF AI IN SCHOOL (FOR PUPILS):

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

With permission, you may use AI tools to generate content (text, video, audio, images) that will end up in your homework, activities and responses, subject to the conditions and limitations described below. You must ensure that you are following the terms and conditions of any AI tools, particularly ChatGPT where you must be over the age of 13 and have parental permission to create an account.

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.

Use of AI tools in non-examined assessments (NEAs) i.e. coursework are subject to JCQ regulations and you should seek your teacher's advice for each piece of work. If your teacher has given you permission to use AI tools and you are considering doing so, you should read the JCQ regulations in full, and pay particular attention to the requirements regarding citation explained in the section "Acknowledging AI use".

- With permission, 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.
- Please ask your teacher if you need clarification or have questions BEFORE using AI for any assignment.
- Large language models (LLMs) still tend to make up incorrect facts and fake citations, code generation models tend to produce inaccurate outputs, and image generation models can occasionally produce highly offensive products. You will be responsible for any inaccurate, biased, offensive, or otherwise unethical 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. Please write a note to clarify where in your process you used AI and which platform(s) you used (with due consideration for the quality of the reference, which may be poor). For example, if you use ChatGPT-3, you must cite "ChatGPT-3. (YYYY, Month DD of query). "Text of your query." Generated using OpenAI. https://chat.openai.com/
- You must sign the AI contract that you understand and agree to these policies. This will be signed digitally through Teams.
- The submission of AI-generated answers constitutes plagiarism. We reserve the right to use AI plagiarism detectors or our academic judgment to identify unappreciated uses of AI.

AI MISCONDUCT

There will be consequences for breaking our trust in you to use and learn from AI tools responsibly.
- Any plagiarism or other forms of cheating will be dealt with severely under Tranby's behaviour policy.
- Your AI privileges may be curtailed and possibly rescinded, even when allowed in your coursework.

All cases of academic misconduct will be referred to the Director of Studies.