SIR WILLIAM PERKINS'S SCHOOL

USE OF ARTIFICIAL INTELLIGENCE (AI) AT SWPS

1. Policy statement

1.1. Sir William Perkins's School believes that the use of artificial intelligence provides the opportunity to enhance learning, explore new ideas, engage in meaningful conversations, and embrace the opportunity for inclusivity.

1.2. This policy establishes guidelines for the ethical and responsible use of artificial intelligence, specifically ChatGPT or similar AI systems, in school. This covers any generative AI tool, whether standalone or integrated into productivity suites e.g., Microsoft 365.

1.3. The policy aims to promote positive integration of AI while ensuring student safety, privacy, and academic integrity.

1.4. This document outlines the specific policies and procedures for Sir William Perkins's School. It supplements and follows the following guidance, regulations, and advice:

- Generative artificial intelligence (AI) in education (updated October 2023)
- AI Use in Assessments: Protecting the Integrity of Qualifications (Updated February 2024)

Other relevant documents and policies include Sir William Perkins's:
- Safeguarding and Child Protection Policy
- E-safety Policy
- IT Acceptable Use Policy
- Malpractice policy

1.4 SWPS is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the Equality Act (2010). Further details are available in the school's Equal Opportunities Policy.

2. Scope of Policy

2.1. The policy applies to all students and staff who utilise AI technologies and establishes appropriate opportunities to enhance education within an inclusive learning environment.

2.2. The objective of this policy is to define the acceptable use of AI whilst protecting the integrity of our education, safeguarding students' privacy, ensuring fairness and encouraging responsible use.

2.3. The following principles will underly our use of AI:

- **Transparency:** We will be transparent in our use of AI and be accountable for any decisions made with using AI
- **AI Accuracy & Bias:** When using AI, we will be mindful that AI can be inaccurate and biased. We will be vigilant on any bias derived from the data AI has been trained on.
- **AI limitations:** While recognising and utilising the power of AI for educational benefits, we will also acknowledge its limitations and seek to combine the data with creativity, intuition and understanding.
- **Equality and inclusivity:** We will seek to use AI to broaden our communities, bridge the digital divide and create a supportive and inclusive AI culture.

- **Mental Health:** AI can be used in a positive manner to impact individuals both positively and negatively on mental health, and we will support students by teaching responsible usage.
- **Students Empowerment:** AI should encourage active engagement, independent learning and the development of skills and dispositions in life. Students are discouraged from engaging with AI when struggling, as this can stifle independent thought.
- **Responsible innovation:** We will encourage the use of AI responsibly, and considering the potential trade-offs associated with AI, such as its impact on our brain and development.
- **Shared Learning:** We will continue to research any ongoing developments and create ethical guidelines surrounding the use of AI with both staff and students, ensuring a safe space is available to discuss any risks or opportunities with the technology.

3.   Responsible use of AI

3.1.   Unless specifically told not to by their teachers, students may use AI tools to generate content (text, video, audio, and images) that will end up in homework, activities, and responses, subject to the conditions and limitations set out in 3.3 below. Students must ensure that they are following the terms and conditions of any AI tools particularly ChatGPT, where users 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.

3.2.   Use of AI tools in non-examined assessments (NEAs) i.e. coursework are subject to JCQ regulations and students should seek their teachers' advice. If students have been provided with permission to use AI and are considering doing so, they are advised to read the JCQ regulations: Artificial Intelligence (AI) Use in Assessments: Protecting the Integrity of Qualifications, in full, with particular attention to the requirements regarding citation within the "Acknowledging AI use" section.

3.3.   The guidelines are as follows:

- Students should discuss the use of AI with their teacher BEFORE using AI for any work.
- Students may use AI programs such as ChatGPT to help generate ideas and brainstorm. However, the accuracy of these programs can be inaccurate or incomplete. You are always check and verify ideas and answers against reputable source material.
- Large Language Models (LLMs) still tend to make up fake citations and incorrect facts, code generation models tend to produce inaccurate outputs, and image generation models can occasionally produce highly offensive products. Users will always be responsible for any inaccurate, biased, offensive or otherwise unethical content submitted, regardless of its origin.
- Students must indicate what part of the work has been created using AI and what was written or created by themselves. Students must not submit any work created by AI as their own. Please highlight what was created by AI and cite accordingly, for example, ChatGPT-3 (dd-mm-yy of query). "Text of query". Generated using OpenAI. https://chat.openai.com
- The submission of AI-generated answers without appropriate citations constitutes plagiarism. The School reserves the right to use AI plagiarism detectors or the academic judgement of our staff to identify unappreciated uses of AI.

4.   AI Misconduct:

4.1.   In using AI, the school is entrusting individuals with its responsible use. All cases of plagiarism and malpractice, with or without AI, are dealt with by Deputy Head Academic.

5.   Agreement

5.1.   By signing a copy of this policy, or registering agreement via another official method, the user accepts that they have read and understood this policy, and that they will abide by the guidelines set out in 3.3.

6.   Monitoring and Review

The Governing Body is ultimately responsible for the effective oversight, review and amendment of this policy and understands its legal obligation to do so.

This document will be reviewed and updated annually by the Head of Digital Strategy and the Deputy Head Academic, or as events or legislation requires.

Next scheduled review date: February 2026 *Last reviewed: N/A*	
Key updates in this version:	• No changes

To be used when appropriate as per section 5 (other forms of agreement may be used by the school):

Name:
Signature:
Date: