



Artificial Intelligence (AI) Policy (Whole School including EYFS)

Independent Day School

Our Lady of Sion School

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Next Review Due: September 2025

Introduction

This policy outlines the guidelines for using artificial intelligence (AI) in schools. Our Lady of Sion completely recognises the benefits of technology, especially in supporting pupils with special educational needs (SEN). However, we must ensure that we comply with guidelines on plagiarism and exam malpractice to maintain academic integrity. Additionally, pupil wellbeing and safe use of the internet are at the forefront of our considerations, where at the same time we are committed to developing our pupils' IT skills and curiosity of the world.

Scope

This policy applies to all students, teachers, and staff who use AI in our school.

Guidelines

1. Use of AI for Academic Purposes:

AI can be used as an aid for academic purposes, such as research, homework, and assignments. However, it is essential to note that students should not solely rely on AI to complete their work. The use of AI must be in line with academic integrity guidelines, and students must cite the sources used. Teachers and staff should monitor the use of AI and provide guidance where necessary.

[JCQ-AI-information-sheet-for-teachers-1.pdf](#)

[JCQ-AI-poster-for-students-2.pdf](#)

2. AI cannot be used in student work unless acknowledged fully and appropriately referenced https://www.jcq.org.uk/wp-content/uploads/2024/04/AI-Use-in-Assessments_Feb24_v6.pdf

Students must be able to demonstrate that the final submission is the product of their own independent work and independent thinking.

AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student'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 student'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 misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures (<https://www.jcq.org.uk/exams-office/malpractice/>)

3. Prohibition of AI During Exams:

AI must not be used during exams, as this constitutes exam malpractice. Students must not use AI to answer exam questions or seek assistance during the exam. Teachers and staff should ensure that students are aware of this policy and the consequences of violating it.

4. Plagiarism and Copyright Infringement:

The use of AI must not result in plagiarism or copyright infringement. Students must understand the concept of plagiarism and be able to use AI ethically. Teachers and staff must educate students on how to use AI without violating plagiarism guidelines and copyright laws.

5. Safeguarding and Safe Internet Use:

The school recognises the importance of pupil wellbeing and safe use of the internet. Pupils should only use AI in a safe and responsible manner. Teachers and staff must educate students on the safe use of AI and the internet. The school's safeguarding policies must be followed to ensure the safety and wellbeing of pupils.

6. Developing Pupils' IT Skills and Curiosity:

The school is committed to developing pupils' IT skills and curiosity about the world. AI can be used to develop these skills, and teachers and staff should encourage its use where appropriate.

7. Sanctions for Inappropriate Usage:

Inappropriate usage of AI will be in line with the school's behaviour policy. Any breaches of the policy will result in disciplinary action, which may include suspension or exclusion.

Conclusion

Our school recognises the benefits of using AI in education and is committed to providing a safe and supportive learning environment for our students. The guidelines outlined in this policy are in place to ensure academic integrity, safeguarding, and maintain ethical standards. All students, teachers, and staff must adhere to this policy when using AI.

For more information on safeguarding, please visit <https://www.nspcc.org.uk/keeping-children-safe/> and for safe internet use, please visit <https://www.internetmatters.org/>.

For more resources to support teaching acceptable AI practice use [Updating the JCQ guidance on AI Use in Assessments - JCQ Joint Council for Qualifications](#)