



QUEEN'S
COLLEGE
TAUNTON

POLICY: Use of Artificial Intelligence (AI)

Policy:	Policy	
Applies to:	All staff at the College, both support and teaching	
Author(s):	S Green & S Chislett	
Approved by:	CLG	
Annual Review:		
Reference:		

Contents

1. Scope	3
2. AI Values	3
3. Appropriate Uses of AI in School (for Students)	3
4. AI Misuse in assessments	4
5. AI Misconduct Policy	4

1. Scope

- 1.1. This policy applies to the whole College, pupils and staff.

2. AI Values

- 2.1. We will harness the power of AI to enhance education, support students and teachers, and create inclusive learning environments. We recognise that AI is a fast-moving technological development and that we will update our AI policy as required.
- 2.2. **Transparency:** We will be transparent and accountable in our AI decision-making processes.
- 2.3. **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.
- 2.4. **AI accuracy and bias:** We will be mindful of identifying biases that derive from the data AI has been trained on or the ethical overlay that humans have added.
- 2.5. **AI limitations:** While recognising and utilising the power of AI for educational benefits, we will also acknowledge its limitations.
- 2.6. **Equity and inclusivity:** We will consider using AI to broaden our communities, bridge the digital divide, and create a supportive and inclusive AI culture.
- 2.7. **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.
- 2.8. **Student Empowerment:** AI should encourage active engagement, independent thinking, and the development of skills and attitudes for life. The capacity of AI to 'steal the struggle' from students is acknowledged and should be avoided.
- 2.9. **Creative Collaboration:** We should embrace AI's opportunities to work together to be creators, not just content generators.

3. Appropriate Uses of AI in School (for Students)

- 3.1. This policy covers any generative AI tool, whether stand-alone products or integrated into productivity suites, e.g., Google Workspace. This policy relates to all content creation, including text, artwork, graphics, video and audio.
- 3.2. Unless specifically told not to by your teachers, you can use AI tools to generate content (text, video, audio, images) for your school work. There are situations and contexts within the school where you will be asked to use AI tools to enhance your learning and to explore and understand how these tools can be used.
 - 3.2.1. You may use AI programs 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.
 - 3.2.2. Large language models (LLMs) can generate incorrect facts and citations. Code generation models tend to produce inaccurate outputs. 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.

- 3.2.3. You must indicate which parts of any work that you submit were 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. To do so would be classed as plagiarism.
- 3.3. 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.
 - 3.3.1. Please ask your teacher if you need clarification or have questions before using AI for any assignment.
 - 3.3.2. The submission of AI-generated answers constitutes plagiarism and violates the Queen's College student code of conduct. We reserve the right to use AI plagiarism detectors or our academic judgement to identify unappreciated uses of AI.

4. AI Misuse in assessments

- 4.1. Our school abides by the JCQ AI Use in Assessments Policy.
 - 4.1.1. AI tools must only be used when the conditions of the assessment permit the use of the internet and where the student is able to demonstrate that the final submission is the product of their own independent work and independent thinking.
- 4.2. Examples of AI misuse include, but are not limited to, the following:
 - 4.2.1. Copying or paraphrasing sections of AI-generated content to the point that the work can no longer be considered to be the student's own
 - 4.2.2. Copying or paraphrasing whole responses of AI-generated content
 - 4.2.3. Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
 - 4.2.4. Failing to acknowledge use of AI tools when they have been used as a source of information
 - 4.2.5. Incomplete or poor acknowledgement of AI tools
- 4.3. Submitting work with intentionally incomplete or misleading references or bibliographies

5. AI Misconduct Policy

- 5.1. Students are prohibited from using AI to create and/or distribute content that is discriminatory, harmful, offensive, or intentionally biased.
- 5.2. Students who do not use AI tools responsibly may be subject to sanctions, either at an internal school level or externally, if work is submitted for broader assessment..
- 5.3. 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.

Queen's College, Trull Road, Taunton TA1 4QS

01823 272559