

Policy Statement- Artificial Intelligence (AI)

1. Purpose

This policy establishes guidelines for the responsible, ethical, and effective use of Artificial Intelligence (AI) tools within Brighton Language College

AI technologies can provide valuable support for language learning, lesson planning, administrative tasks, and communication. However, their use must be transparent, lawful, accurate, and consistent with the school's educational values.

2. Scope

This policy applies to:

- Students
- Teachers
- Academic managers
- Administrative staff
- Homestay and welfare staff where applicable

The policy covers all AI systems, including but not limited to:

- ChatGPT
- Microsoft Copilot
- Google Gemini
- Claude
- Translation AIs
- AI writing assistants
- AI image generators
- AI transcription tools
- Any future AI applications used by the school

3. Guiding Principles

Brighton Language College supports the use of AI where it:

- Enhances learning and teaching
- Improves efficiency
- Promotes creativity and critical thinking
- Respects privacy and confidentiality

- Complies with data protection laws
- Supports, rather than replaces, human judgment

Users must remember that AI can make mistakes and may generate inaccurate, biased, or misleading information.

4. Student Use of AI

Students may use AI as a learning support tool.

Examples of acceptable use include:

- Vocabulary practice
- Grammar explanations
- Pronunciation guidance
- Writing feedback
- Conversation practice
- Research assistance
- Study planning

Students must:

- Review AI-generated content critically
- Verify important information independently
- Use AI to support learning rather than avoid learning
- Follow teacher instructions regarding AI use in class

Students must not:

- Submit AI-generated work as entirely their own when this has been prohibited
- Use AI during tests or examinations unless expressly authorised
- Create harmful, discriminatory, offensive, or inappropriate content
- Upload another person's personal information into AI tools
- Use AI to harass, bully, threaten, or deceive others

5. Staff Use of AI

Staff may use AI to assist with professional duties.

Examples include:

- Lesson planning
- Activity generation

- Resource creation
- Report drafting
- Administrative communications
- Translation support
- Data analysis
- Meeting summaries

AI should be treated as an assistant and not a substitute for professional expertise.

Staff remain responsible for:

- Reviewing all AI-generated content
- Checking accuracy
- Ensuring educational suitability
- Correcting errors or bias
- Maintaining professional standards

No staff member may rely exclusively on AI to make decisions affecting students.

6. Assessment and Academic Integrity

The school encourages the ethical use of technology while protecting academic integrity.

When completing assessed work:

Permitted

- Brainstorming ideas
- Improving grammar
- Vocabulary support
- Generating study questions

Not Permitted

- Presenting AI-generated answers as original work when prohibited
- Using AI during controlled assessments
- Generating essays or assignments where independent production is required

Teachers should clearly communicate AI rules for each assessment.

7. Data Protection and Privacy

Staff and students must comply with applicable data protection laws and school policies.

Users must not enter:

- Passport information
- Visa information
- Student records
- Medical information
- Financial information
- Safeguarding concerns
- Personal contact details
- Confidential business information

unless the AI system has been specifically approved by the school for processing such information.

Where possible, anonymised data should be used.

8. Safeguarding

AI must never be used in a way that could compromise student safety or welfare.

Staff must:

- Maintain professional boundaries
- Exercise independent judgement
- Escalate safeguarding concerns through established procedures
- Never delegate safeguarding decisions to AI systems

AI-generated safeguarding advice should always be reviewed by an appropriate member of staff.

9. Bias, Fairness and Inclusion

AI systems may reflect biases present in training data.

Users should:

- Consider multiple perspectives
- Review outputs critically
- Avoid discriminatory or stereotypical content
- Report concerns to management

The school is committed to inclusive and fair use of AI technologies.

10. Copyright and Intellectual Property

Users must respect copyright laws when using AI.

Staff and students should:

- Cite sources where required
- Respect intellectual property rights
- Avoid reproducing copyrighted materials unlawfully
- Verify ownership rights before publishing AI-generated content

School branding and intellectual property must not be uploaded to public AI systems without authorisation.

11. AI-Generated Images, Audio and Video

The creation of AI-generated media must be responsible and transparent.

Users must not:

- Create deepfakes
- Impersonate staff or students
- Produce misleading content
- Create offensive or defamatory material

Where AI-generated content is used for marketing or educational purposes, the school may require disclosure that AI was involved in its creation.

12. Transparency

Where AI has made a significant contribution to work produced for the school, users should acknowledge this.

Examples:

- "This lesson plan was developed with assistance from an AI tool."
- "AI was used for initial drafting and language checking."

Transparency promotes trust and integrity.

13. Monitoring and Compliance

The school reserves the right to:

- Monitor use of school systems
- Investigate misuse of AI technologies
- Restrict access to certain AI tools
- Require disclosure of AI use in academic work

Any monitoring will be conducted in accordance with legal requirements and the school's privacy policies.

14. Breaches of the Policy

Failure to comply with this policy may result in:

For students:

- Academic penalties
- Disciplinary action
- Suspension or expulsion in serious cases

For staff:

- Management action
- Disciplinary procedures
- Possible termination of employment in serious cases

Serious breaches may be reported to external authorities where required by law.

15. Review

This policy will be reviewed annually or whenever significant developments in AI technology, legislation, or educational best practice occur.

GF/LK/MR

This policy statement was developed with assistance from an AI tool