

WOLVERHAMPTON GRAMMAR SCHOOL

IT ACCEPTABLE USE POLICY FOR PUPILS

1 Scope

1.1 This policy is addressed to all pupils, and parents are encouraged to read it with their child. A copy of the policy is available on the School website, and the School actively promotes the participation of parents to help the School safeguard the welfare of pupils and promote the safe use of technology by provision of both electronic information and through Pastoral Parents' Evenings.

1.2 The School will take a wide and purposive approach to considering what falls within the meaning of technology. This policy relates to all technology, computing and communications devices, network hardware and software, and services and applications associated with them including:

- the internet
- email
- mobile phones and smartphones
- desktops, laptops, netbooks, tablets / phablets
- personal music players
- devices with the capability for recording and / or storing still or moving images
- social networking, micro blogging and other interactive web sites
- instant messaging (including image and video messaging via apps such as Snapchat and WhatsApp), chat rooms, blogs and message boards
- webcams, video hosting sites (such as YouTube)
- AI tools
- gaming sites
- Firefly, the School's Virtual Learning Environment
- SMART boards
- other photographic or electronic equipment e.g. GoPro devices.

1.3 This policy applies to the use of technology on School premises and when using devices for remote learning.

1.4 This policy also applies to the use of technology off School premises if the use involves pupils or any member of the School community or where the culture or reputation of the School are put at risk.

2 Aims

2.1 The aims of this policy are:

- to educate and encourage pupils to make good use of the educational opportunities presented by access to technology;
- to safeguard and promote the welfare of pupils, in particular by anticipating and preventing the risks arising from:

- exposure to harmful or inappropriate material (such as pornographic, racist, extremist or offensive materials);
 - the sharing of personal data, including images;
 - inappropriate online contact or conduct; and
 - cyberbullying and other forms of abuse;
- to minimise the risk of harm to the assets and reputation of the School;
 - to help pupils take responsibility for their own safe use of technology (i.e. limiting the risks that children and young people are exposed to when using technology);
 - to ensure that pupils use technology safely and securely and are aware of both external and peer to peer risks when using technology;
 - to prevent the unnecessary criminalisation of pupils;
 - to clarify the expectations of pupils when using School equipment or when bringing devices into School.

3 **Safe use of technology**

3.1 We want pupils to enjoy using technology and to become skilled users of online resources and media. We recognise that this is crucial for further education and careers.

3.2 The School will support pupils to develop their skills and make internet access as unrestricted as possible whilst balancing the safety and welfare of pupils and the security of systems. Pupils are educated about the importance of safe and responsible use of technology to help them to protect themselves and others online, as part of this principle we strongly advise pupils not to use cellular data (e.g. GPRS, 3G, 4G, 5G, third party Wi-Fi Services) to access the internet or online services whilst on School premises, as they do not benefit from the School's filtering and anti-virus software which is in place to protect pupil wellbeing and online safety.

3.3 The School provides a filtered internet service to help protect pupils in keeping themselves safe on line. However, no system can be completely effective and the School cannot accept liability for materials accessed by pupils, or any consequences thereof.

3.4 Pupils may find the following resources helpful in keeping themselves safe online:

<http://www.thinkuknow.co.uk/>

<http://www.childnet.com/young-people>

<https://www.saferinternet.org.uk/advice-centre/young-people>

<http://www.safetynetkids.org.uk/>

<http://www.childline.org.uk/Pages/Home.aspx>

3.5 Please see the School's safeguarding policy and anti-bullying policy for further information about the School's online safety strategy.

3.6 Please see any member of the School's safeguarding team if you have any queries or concerns.

4 **Internet and email**

4.1 The School provides internet access and an email system to pupils to support their academic progress and development.

4.2 All pupils will receive guidance on the use of the School's internet and email systems. If a pupil is unsure about whether they are doing the right thing, they must seek assistance from a member of staff.

4.3 For the protection of all pupils, their use of email and of the internet will be monitored by the School. Pupils should remember that even when an email, data or files that have been downloaded has been deleted, it can still be traced on the system. Pupils should not assume that files stored on servers or storage media are always private.

5 **ICT rules**

5.1 Pupils **must** comply with the following rules and principles:

- access and security (Appendix 1);
- use of internet and email (Appendix 2);
- use of mobile devices (including personal mobile phones, iPads & laptops) (Appendix 3);
- photographs and images (including "sexting") (Appendix 4); and
- AI values (Appendix 5).

5.2 The purpose of these rules is to set out the principles which pupils must bear in mind at all times and also the rules which pupils must follow to use technology safely and securely.

5.3 These principles and rules apply to all use of technology.

6 **Procedures**

6.1 Pupils are responsible for their actions, conduct and behaviour when using technology. Use of technology should be safe, responsible, respectful to others and legal. If a pupil is aware of misuse by other pupils, they should talk to a teacher about it as soon as possible.

6.2 Any misuse of technology by pupils will be dealt with under the School's behaviour management policy.

6.3 Pupils must not use their own or the School's technology to bully others. Bullying incidents involving the use of technology will be dealt with under the School's anti-bullying policy. If a pupil thinks that they might have been bullied or that another person is being bullied, they should talk to a teacher about it as soon as possible. See the School's anti-bullying policy for further information about cyberbullying and e-safety, including useful resources.

6.4 In any cases giving rise to safeguarding concerns, the matter will be dealt with under the School's child protection procedures (see the School's safeguarding policy). If a pupil is worried about something that they have seen on the internet, or on any electronic device, including on another person's electronic device, they must tell a teacher about it as soon as possible.

6.5 In a case where the pupil is considered to be vulnerable to radicalisation they may be referred to a member of staff immediately. Channel is a programme which focuses on support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

6.6 In addition to following the procedures in the relevant policies as set out above, all serious incidents involving technology must be reported to a Designated Safeguarding Lead and the Systems Director who will record the matter centrally in the Technology Incidents Log.

7 Sanctions

- 7.1 Where a pupil breaches any of the School rules, practices or procedures set out in this policy or the appendices, the Directors have authorised the Head to apply any sanction which is appropriate and proportionate to the breach in accordance with the School's behaviour management policy including, in the most serious cases, exclusion. Other sanctions might include: increased monitoring procedures, withdrawal of the right to access the School's internet and email facilities, and detention. Any action taken will depend on the seriousness of the offence.
- 7.2 Unacceptable use of electronic devices or the discovery of inappropriate data or files could lead to confiscation of the device or deletion of the material in accordance with the practices and procedures in this policy and the School's behaviour management policy.
- 7.3 Students found in possession of a mobile phone or device during a public examination will be reported to the appropriate examining body. This may result in that student's withdrawal from either that examination or all examinations.
- 7.4 The School reserves the right to charge a pupil or their parents for any costs incurred to the School as a result of a breach of this policy.

8 Monitoring and review

- 8.1 All serious incidents involving the use of technology will be logged centrally in the Technology Incident Log by the Designated Safeguarding Lead and the Systems Director.
- 8.2 The Systems Director and the team of Designated Safeguarding Leads have responsibility for the implementation and review of this policy:
- the Systems Director is responsible for the effective operation of the School's network. They monitor the use of technology as set out in this policy and maintain the appropriate logs and will review the policy on a regular basis to ensure that it remains up to date with technological changes;
 - the team of Designated Safeguarding Leads will consider the record of technology safety incidents and the logs of internet activity (including sites visited) as part of the ongoing monitoring of safeguarding procedures, to consider whether existing security and safety practices within the School are adequate.
- 8.3 Consideration of the efficiency of the School's e-safety procedures and the education of pupils about keeping safe online will be included in the Directors' annual review of safeguarding.

Please also refer to the following policies:

Behaviour Management Policy - website	Safeguarding Policy - website
Anti-Bullying Policy - website	Privacy Notice for Pupils and Parents - website
Taking, Storing and Using Images of Children Policy - website.	CCTV Policy - website
Online Safety Policy - website	

Monitoring and Evaluation of this policy

The School monitors and evaluates its IT Acceptable Use Policy for Pupils through the following activities:

- Annual Governing body safeguarding review.
- Senior leadership team and safeguarding team discussion
- Regular analysis of a range of risk assessments
- Annual Pupil Bullying Survey
- Feedback from Peer Support and Pupil Voice
- Logs of bullying/racist behaviour/complaints are reviewed annually by the senior leadership team and the governing body
- Scrutiny of complaints and concerns by SMT and Board of Directors.

SH
September 2024

Next Review:
September 2025

Appendix 1 Access and security

- 1 Access to the internet from the School's computers and network must be for educational purposes only. You must not use the School's facilities or network for personal, social or non-educational use.
- 2 You must not knowingly obtain (or attempt to obtain) unauthorised access to any part of the School's or any other computer system, or any information contained on such a system.
- 3 No laptop or other mobile electronic device may be connected to the School network without the consent of the IT department unless this device is part of the mobile device enrolment program.
- 4 You are strongly advised not to use cellular data (e.g. GPRS, 3G, 4G, 5G, third party Wi-Fi Services) to access the internet or online services while you are on School premises, as you would not benefit from the School's filtering and anti-virus software which is in place to protect your wellbeing and online safety.
- 5 Passwords protect the School's network and computer system. You must not let anyone else know your password. If you believe that someone knows your password, you must change it immediately. Passwords must be secure with a minimum of 12 characters including a mixture of numbers and symbols.
- 6 You must not attempt to gain unauthorised access to anyone else's computer or mobile device or to confidential information to which you are not authorised to access. If there is a problem with your passwords, you should speak to your class teacher or contact ICT Support.
- 7 You must not attempt to access or share information about others. To do so may breach data protection legislation and laws relating to confidentiality.
- 8 The School has a firewall in place to ensure the safety and security of the School's networks. You must not attempt to disable, defeat or circumvent any of the School's security facilities. Any problems with the firewall must be reported to the class teacher or ICT Support.
- 9 The School has filtering systems in place to block access to unsuitable material, wherever possible, to protect the welfare and safety of pupils. You must not try to bypass this filter. If you require content that has been filtered, then you may submit a request via a form in Firefly to your Head of House. The use of VPNs is strictly forbidden.
- 10 Viruses can cause serious harm to the security of the School's network and that of others. Viruses are often spread through internet downloads or circulated as attachments to emails. If you think or suspect that an attachment, or other downloadable material, might contain a virus, you must speak to ICT Support before opening the attachment or downloading the material.
- 11 You must not disable or uninstall any anti-virus software on the School's computers.
- 12 The use of location services represents a risk to the personal safety of those within the School community, the School's security and its reputation. You should always consider whether it is appropriate to use location services on any website or application, whether on a School or

personal device, with the capability of identifying the user's location while on School premises or otherwise in the course of School related activities.

- 13 If you are the victim of a cybercrime or on-line fraud, or attempted cybercrime or on-line fraud, you must inform the Systems Director immediately. This is to ensure the integrity of the School system is not compromised.

Appendix 2 Use of the internet and email

- 1 The School does not undertake to provide continuous internet access. Email and website addresses at the School may change from time to time.

Use of the internet

- 2 You must use the School's computer system for educational purposes only. The School has filtering systems in place to block access to unsuitable material, wherever possible, to protect the welfare and safety of pupils. You must not try to bypass this filter. If you require content that has been filtered, then you may submit a request via a form in Firefly to your Head of Year/House. The use of VPNs is strictly forbidden.
- 3 You must take care to protect personal and confidential information about yourself and others when using the internet, even if information is obtained inadvertently. You should not put personal information about yourself, for example your full name, address, date of birth or mobile number, online.
- 4 You must not load material from any external storage device brought in from outside the School onto the School's systems, unless this has been authorised by ICT Support. The School's learning platform and Folder applications provide 24/7 access to material and home folder content.
- 5 You should assume that all material on the internet is protected by copyright and such material must be treated appropriately and in accordance with the owner's rights - you must not copy (plagiarise) another's work.
- 6 You must not view, retrieve, download or share any offensive material. Offensive material includes, but is not limited to, content that is abusive, racist, considered to be of an extreme or terrorist related nature, sexist, homophobic, any form of bullying, pornographic, defamatory or criminal activity. Use of technology in this way is a serious breach of discipline and may constitute a serious criminal offence. You must tell a member of staff immediately if you have accidentally read, downloaded or have been sent any offensive material or material that is inappropriate, including personal information about someone else.
- 7 You must not communicate with staff using social networking sites or other internet or web-based communication channels unless this is expressly permitted for educational reasons.
- 8 You must not bring the School into disrepute through your use of the internet.

Use of email

- 9 You must not use any personal web-based email accounts such as Gmail, Yahoo or Hotmail through the School's network. This will be unnecessary as you are provided with your own email account for School purposes.
- 10 Your School email accounts can be accessed from home on your iPad or by the link in Firefly.
- 11 You must use your School email accounts for any email communication with staff. Communication either from a personal email account or to a member of staff's personal email account is not permitted.
- 12 Email should be treated in the same way as any other form of written communication. You should not include or ask to receive anything in an email which is not appropriate to be

published generally or which you believe the School and / or your parents would consider to be inappropriate. Remember that emails could be forwarded to or seen by someone you did not intend.

- 13 You must not send or search for any email message which contains offensive material. Offensive material includes, but is not limited to, content that is abusive, racist, considered to be of an extreme or terrorist related nature, sexist, homophobic, any form of bullying, pornographic, defamatory or criminal activity. If you are unsure about the content of a message, you must speak to a member of staff. If you come across such material, you must inform a member of staff as soon as possible. Use of the email system in this way is a serious breach of discipline and may constitute a criminal offence.
- 14 Trivial messages and jokes should not be sent or forwarded through the School's email system. Not only could these cause distress to recipients (if considered to be inappropriate) but also creates unnecessary system traffic and storage.
- 15 You must not read anyone else's emails without their consent.

Appendix 3 Mobile Device (including Personal Mobile Phones, iPads & Laptops) Rules (Pupils)

Principle

- 1 Pupils are responsible for the mobile devices they bring to School. WGS accepts no responsibility for their loss, theft or damage. For the purposes of these rules a mobile phone refers to any device that can send or receive texts, messages, calls, photos/images, video or audio including smart phones.
- 2 Pupils are responsible for following the guidelines outlined in this document.
- 3 Any reported theft or damage of any mobile device will be investigated in line with the school's Behaviour Policy
- 4 All use of mobile devices at School is open to scrutiny. The Head may withdraw or restrict authorisation for use at any time if it is deemed necessary.

Acceptable use

Personal Mobile Phones

- 5 It is not permitted to use any personal mobile phones or devices (excluding iPad & Laptop) including earbuds, headphones or air pods at School:
 - when walking between lessons (specifically between Tutor/Assembly and period 1, periods 1 and 2, 3 and 4, 5 and 6);
 - during lessons unless express permission is given by the member of teaching staff;
 - in toilets and changing rooms;
 - in tutor time;
 - during lunch in The Derry when it is more important to talk to people face to face.
- 6 At times when it is not appropriate to use mobile phones the device should be switched off or kept on silent (not on vibrate) and out of sight.
- 7 Sixth Form may, if they wish, use mobile phones during study periods only when in the Sixth Form Library or Common Room.
- 8 Mobile phones should be connected to the school Wi-Fi to ensure that monitoring and filtering are available for the safeguarding of students whilst online. Where mobile phones are not connected to the school Wi-Fi WGS cannot be responsible for the monitoring or filtering of material accessed.
- 9 Personal mobile devices should not be used as an alternative way to access the internet (hot spotting) on a device used in school (such as the iPad or laptop).
- 10 Communications between parents and students during the school day should only occur through the school's official communication channels (telephone and email) and not via student mobile phones, except in emergency situations where mobile phones may be used with the permission of a member of staff.
- 11 Specific arrangements for the use of mobile phones during school trips will be communicated to parents and students as appropriate.

iPads & Laptops

- 12 iPads and/or Laptops may be used at School:
- during lessons and formal School time as part of an approved and directed curriculum-based activity with consent from an appropriate member of staff;
 - in the library to assist with academic work;
 - before School, at break, at lunch and after School, so long as it does not conflict with any other obligations you may have;
 - At Homework Club but only to be used for the completion of schoolwork (all rules above also apply at Homework Club).
- 13 Recording, taking and sharing of messages, images, video and audio on any mobile device must be explicitly agreed by a member of staff.

Misuse

- 14 It is a privilege for students to use mobile devices (including Personal Mobile Phones, iPads, and Laptops) during the school day at WGS. Where mobile devices are found to be misused during the school day, or in inappropriate circumstances out of school, this privilege will be removed for a set period of time. In such circumstances parents will be informed and students will be required to deposit their mobile device at Reception (in a secure location) on entry to school and collect it on exit.
- 15 Unacceptable misuse of a mobile device includes (this list is not exhaustive):
- Creating, posting or sending images, video or audio recording of another student or member of staff without their explicit permission (including AI generated images, video or audio);
 - Creating, posting or sending inappropriate images, video or audio that may contain undesirable material, including pornography, violence or bullying;
 - Using a mobile device in toilets or changing rooms;
 - Using a mobile device in tutor time, between lessons or during a lesson without the permission of a member of staff;
 - Using a mobile device in the Derry during lunch time.
 - Any form of offensive message or language used (including likes or approval of offensive messages or language) on any social media or messaging platform.

Examinations

- 16 In examinations, mobile devices are banned. This includes any smart device e.g. mobile phones, smart watches, ear buds.
- Mobile devices must not be taken into external examinations, mock examinations, controlled assessments, oral exams etc. Pupils found in possession of a mobile phone during a public examination will be reported to the appropriate examining body and JCQ. This may result in that pupil's withdrawal from either that examination or all examinations.
 - For internal exams and tests, phones and devices must be switched off and not used in any way (unless instructed to do so by a member of staff e.g. where a student is word processing). They must not be on your person.

Contact with staff

- 17 Pupils must not use mobile devices for contacting staff other than via School email, the School's Firefly learning platform or other school platforms.

Appendix 4 Photographs and images

- 1 Using photographic material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline.
2. You may only use cameras or any mobile electronic device to take a still or moving image with the express permission of the member of staff in charge and with the permission of those pupils or staff appearing in the image.
3. You must allow staff access to images stored on mobile phones and / or cameras and must delete images if requested to do so.
- 4 The posting of images which in the reasonable opinion of the School is considered to be offensive or which brings the School into disrepute on any form of social media or websites such as YouTube etc is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material, irrespective of whether the image was posted using School or personal facilities.

Sexting

- 5 "Sexting" means the taking and sending or posting of images or videos of a sexual or indecent nature of you or another young person, usually through mobile picture messages or webcams over the internet.
- 6 Sexting is strictly prohibited, whether or not you are in the care of the School at the time the image is recorded and / or shared.
- 7 Sexting may be a criminal offence, even if the picture is taken and shared with the permission of the person in the image. Even if you are not prosecuted, this may result in information being stored on your police record, which may prevent you from undertaking certain jobs in the future.
- 8 The police may seize any devices which they believe may have been used for sexting. If the police find that a device contains inappropriate images, they are unlikely to return it to you.
- 9 Remember that once a photo or message is sent, you have no control about how it is passed on. You may delete the image but it could have been saved or copied and may be shared by others.
- 10 Images shared online become public and may never be completely removed. They could be found in the future by anyone, even by universities and future employers.
- 11 Do not take or store indecent images of yourself. Even if you don't share them yourself, there is a risk that you may lose your device, it may be "hacked", or its data may still be accessible to a future owner.
- 12 The School will treat incidences of sexting (both sending and receiving) as a breach of discipline and also as a safeguarding matter under the School's child protection procedures (see the School's safeguarding policy and procedures).
- 13 If you are concerned about any image you have received, sent or forwarded or otherwise seen, speak to any member of staff for advice.

Appendix 5 AI values

Wolverhampton Grammar School will harness the power of AI to enhance education, support students and teachers, and create inclusive learning environments, in line with the School's innovative ethos. We recognise that AI is a fast-moving technological development and that we may need to update this policy termly in the event of significant progress.

Transparency: We will be transparent and accountable in our use and restriction of AI tools.

Understanding AI: We will commit to understanding both the workings of and proper use of AI tools.

AI accuracy and bias: We will be mindful about identifying biases reflected or created by AI

AI limitations: While recognising the power of AI for educational benefits, we will also acknowledge its limitations.

Mental Health: We will be alert to the potential of AI to impact mental health positively and negatively.

Appropriate Uses of AI in School (for Students)

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

Age-based restrictions

We are committed to exploring the rich possibilities offered by the use of AI in education. However, we are also committed to ensuring that AI enhances and supports pupils' learning, rather than offering shortcuts which prevent the learning of vital knowledge and the practice of fundamental skills. For this reason, and in light of age restrictions set in place by many of the producers of AI technologies, we apply the following age-based restrictions to pupil use of AI:

- Pupils in Years 7-9 are not permitted to use text-generating AI tools such as ChatGPT, Claude, Gemini, Copilot and similar models, including those incorporated within Microsoft 365.
- Pupils in Years 7-9 are permitted to use multimodal AI tools such as Dall-E, Midjourney, and the Adobe suite, as well as research tools such as Perplexity.ai.
- Pupil in Years 10-13 are permitted to use age-appropriate text-generating AI tools such as ChatGPT, Claude, Gemini, Copilot and similar models, in addition to the multimodal and search tools mentioned above.

Parents and students should be aware of the following age restrictions, which apply to commonly-used AI tools (updated May 2024):

- ChatGPT - 18+ or 13+ with parent/guardian permission
- Claude - 18+
- Google Gemini - 18+
- Microsoft CoPilot - 18+ or 13+ with parent/guardian permission

In line with the guidelines above, and unless specifically told not to by your teachers, you can use AI tools to generate content (text, video, audio, images) that will end up in your coursework, homework, activities and responses. 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.

On the other hand, there are situations in which the use of AI is forbidden.

Please ask your teacher if you need clarification or have questions BEFORE using AI for any assignment.

- You may use AI programs such as ChatGPT to help generate ideas and mindmaps. 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.
- Large language models (LLMs) tend to make up incorrect facts and fake 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 an AI tool.
- You must indicate which part of the assignment was written or created by AI and which was written or created by you. You may not submit any work generated by an AI program as your own.
- The submission of AI-generated answers constitutes plagiarism and violates the School's rules. We reserve the right to use AI plagiarism detectors or our academic judgment to identify inappropriate uses of AI.

AI Misuse for Examinations

Our school abides by the JCQ AI Misuse Policy for examinations summarised below.

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.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work 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

Academic Values and AI

There will be sanctions 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 under JCQ guidance and the School rules.
- Your AI privileges may be curtailed, even when allowed in your work.
- The School rules on Academic Honesty still apply to any improperly cited use of human work or submission of work by another human as your own.
- When it relates to coursework (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.

All cases of academic misconduct will be referred to the Assistant Head (Teaching & Learning). A link to the JCQ policy is provided [here](#).

AI Use and Misuse: Examples

The examples below are intended to guide your understanding of ways in which AI can be used appropriately as part of your education – as well as what constitutes inappropriate use in light of the School’s rules. The examples given are not exhaustive. If you are in any doubt about whether or not you are using AI appropriately – ask your teacher!

Good Use of AI	Misuse of AI
Writing	
<p>Using a text-based generative tool such as ChatGPT or Copilot to:</p> <ul style="list-style-type: none"> • Provide a ‘first sentence’ starter to overcome ‘writer’s block’ – so long as you indicate that you’ve used AI to do this! • Ask the AI tool to provide a range of essay questions or writing prompts to allow you to practise a particular skill or area of knowledge. 	<p>Using a text-based generative tool such as ChatGPT or Copilot to:</p> <ul style="list-style-type: none"> • Generate any content which you fail to declare as AI-assisted work. • Provide whole phrases, sentences, or paragraphs, which you interweave with your own writing, without declaring that you’ve done so. • Using AI writing tools to correct aspects of spelling, punctuation, and grammar, where this forms part of the core learning for the course (in, for instance, English or Modern Languages).
Creativity	
<p>Using multimodal AI tools such as Dall-E, Midjourney, Adobe Creative Suite, Synthesia and others to:</p> <ul style="list-style-type: none"> • Generate striking, funny, original images, sounds, videos, and even speech – provided that the prompts are yours and that you state you’ve used AI! • Combine ideas in ways that go beyond your own technical skills, such as mixing images, music, and video, animating still images, or applying sophisticated digital editing. 	<p>Using multimodal AI tools such as Dall-E, Midjourney, Adobe Creative Suite, Synthesia and others to:</p> <ul style="list-style-type: none"> • Generate any content which you fail to declare as AI-assisted work; • Plagiarise or otherwise disguise the influence of other people’s creative work – by, for instance, splicing their work with your own; • Disguising the origins of your work by, for instance, submitting an AI-generated image as a work of original photography.

Mathematical and scientific work	
<p>Using Math/Science-focused AI programs such as Wolfram Alpha to:</p> <ul style="list-style-type: none"> • Create questions, problems, and tasks to test your understanding; • Visualise mathematical and scientific concepts; • Provide example solutions and work-throughs to build your problem-solving skills; • Process large amounts of data in complex ways which are impossible to achieve without AI tools. 	<p>Using Math/Science-focused AI programs such as Wolfram Alpha to:</p> <ul style="list-style-type: none"> • Pass off AI-produced solutions as your own work; • Pass off AI-produced working as your own, in order to cut corners in your work.
Research	
<p>Using an AI-based search engine such as Copilot to:</p> <ul style="list-style-type: none"> • Summarise larger amounts of data and research than you could practically process yourself; • Ensure that the search results you gather use credible sources, and ensure that you give credit where it is due; • Conduct research using primary source material such as images, sound recordings or video as prompts. 	<p>Using an AI-based search engine such as Copilot to:</p> <ul style="list-style-type: none"> • Produce research reports without recourse to primary sources, where you have been instructed to complete the reading and synthesising of information yourself; • Answer a question in a recall task, whether in class or at home, when you have been instructed to rely only on information you yourself know.
Feedback	
<p>Using a text-based generative tool such as ChatGPT or Copilot to:</p> <ul style="list-style-type: none"> • Summarise a passage of your own writing to check that you've expressed yourself clearly; • Evaluate the success of a piece of work as set against either examined criteria – or criteria of your own choosing; • Demonstrate alternative ways of completing a task that you've already undertaken, to indicate new methods of addressing a question or topic; • Suggest actions that you can take to improve your work when completing similar tasks in the future. 	<p>Using a text-based generative tool such as ChatGPT or Copilot to:</p> <ul style="list-style-type: none"> • Provide feedback on a piece completed in timed or otherwise controlled conditions, when a teacher has asked to see your first attempt at a piece of work. • Provide unverified and therefore unreliable feedback: check AI's advice with your teacher!