

## ARTIFICIAL INTELLIGENCE POLICY 2023

<b>Trust Lead:</b>	<b>Director/HR</b>
<b>Nominated Lead Member of Staff:</b>	<b>Executive Head/ Headteacher/CFOO</b>
<b>Last Review Date:</b>	<b>April 2023</b>
<b>Next Review Date:</b>	<b>April 2024</b>

This policy outlines the acceptable use of Artificial Intelligence (AI) tools, such as ChatGPT, Grammarly, and others, by pupils and staff at Altrincham Grammar School for Boys. The policy is designed to ensure that AI is used in a safe, responsible, ethical, and academically honest manner, and to protect the privacy and security of the School community and others.

### **General Guidelines:**

1. School work includes, but is not limited to, homework, class assignments, and Non-Examined Assessment (NEA).
2. AI tools are for learning, research, and problem-solving only, and not to complete work.
3. AI tools should not be used to copy other people's work or ideas.

### **Using AI tools in your studies:**

1. AI tools can help you learn, but they should not replace your own thinking and creativity.
2. You may use AI tools to help you understand things, not to do your work for you. You should aim to use AI as a springboard for ideas or to help clarify your understanding of a topic.
3. Make sure any work you do with the help of AI tools is your own.

**Using AI tools ethically, responsibly, and respectfully:**

1. Follow the School's rules about honesty and fairness when using AI tools.
2. Do not use AI tools to do anything illegal or offensive - as with all forms of IT, treat others with kindness and respect.
3. Be honest about using AI tools and say where you got your information from. Always reference where and how you have used them to aid you in your work. Failure to do so could lead to accusations of plagiarism and you may be subject to sanctions; if used to complete coursework, it could result in you being disqualified from your exams.
4. If you are not sure about something, ask your teacher or school staff member for help.

**Privacy and Security:**

Be aware that AI tools gather information about users and the data they enter into them. Accordingly:

1. Keep your personal information and other people's information private.
2. Do not share private information like names, addresses, telephone numbers, or emails.
3. Do not use AI tools to see or share things that should be kept secret.
4. Tell a teacher or school staff member if you see something that is not right.

**Conclusion:** By following these rules, you can use AI tools safely, respectfully, and to help you learn. Failure to do so could see you fall foul of the School's Behaviour policy. If you have any questions or concerns about using AI tools, ask your teacher or school staff member for help.

**NOTE:** This policy was produced from initial content produced by ChatGPT but modified and enhanced to suit the School's purposes. As such, it is an example of how AI tools can be used respectfully and responsibly, and with proper credit awarded accordingly.