

AI Use and Guidance Policy

St Francis Xavier Sixth Form College is an inclusive educational community rooted in the Catholic faith, that has Christ at its centre. Our aim is to provide a broad curriculum which emphasises the pursuit of excellence and focuses on career preparation, leadership and service to others. We are committed to preparing the whole person to lead a life of purpose and success in a just and sustainable world

This policy should be understood in the context of the College's commitment to equality, equity, diversity and inclusion. We aim to ensure that all College practices operate in an inclusive manner.

1. INTRODUCTION

- 1.1.1. St Francis Xavier Sixth Form College is committed to fostering innovation and embracing technology to enhance the quality of education and administrative processes. Artificial Intelligence (AI) holds the potential to revolutionise various aspects of our college's operations. This policy outlines the principles and guidelines for the responsible and ethical use of AI within our institution.
- 1.1.2. This policy relates to all college staff. It is essential to ensure that AI technologies are utilised in a manner that upholds the values of academic integrity, data privacy, and well-being. We also understand the use of AI has the potential to significantly reduce workload, allowing staff to focus on providing high-quality teaching, learning and assessment for our students.

2. SCOPE

- 2.1.1. This AI policy applies to all members of the St Francis Xavier Sixth Form College community, including staff, students and external partners, who interact with or oversee AI systems within the college. This includes the use of generative AI tools.

3. AIM

Ethical use of AI in St Francis Xavier Sixth Form College.

- 3.1.1. AI systems will be developed and implemented in a manner that does not discriminate on the basis of race, gender, age, disability, or other protected characteristics.
- 3.1.2. We are committed to protecting the privacy and personal data of our students, staff, and community members. Any data collected and used for AI purposes will be handled in accordance with relevant data protection regulations.
- 3.1.3. The college will strive to make AI systems and their decision-making processes as transparent as possible to all stakeholders.
- 3.1.4. Regularly monitor and evaluate the performance of AI applications to ensure they align with ethical and operational goals.

Data use and Privacy

- 3.1.5. Implement robust data security measures to protect AI-related data from unauthorised access or breaches.
- 3.1.6. AI systems handling sensitive or personal data must adhere to all relevant data protection and GDPR laws and regulations.

Staff AI Acceptable use

- 3.1.7. AI can be employed in academic research to improve teaching and learning experiences, as well as for educational purposes such as research projects, course assignments, and academic publications.
- 3.1.8. Efforts should be made to prevent biased or discriminatory outcomes and ensure accountability in AI usage.
- 3.1.9. Give proper credit to sources, including AI models and datasets.
- 3.1.10. Human oversight is necessary to confirm AI-generated outcomes, particularly in crucial academic situations.

4. Staff AI Unacceptable use

- 4.1.1. Using AI to engage in harassment, bullying, or discrimination, whether based on race, gender, religion, or any other characteristic, is unacceptable.
- 4.1.2. Unauthorised access to AI systems, data breaches, or hacking is a violation of this policy.
- 4.1.3. AI must not be used for research or projects that harm individuals the environment, or that promote illegal or unethical activities.
- 4.1.4. Data obtained through AI, whether in research or other activities, should not be used for personal gain or unauthorised purposes.
- 4.1.5. Misuse of this AI policy will result in disciplinary action

5. Student AI Acceptable use

- 5.1.1. Using AI to generate initial ideas as a starting point.
- 5.1.2. Using AI search to find sources prior to doing more in-depth research using tutor led academic sources.
- 5.1.3. Use AI to find alternative explanations to help understand a concept.
- 5.1.4. To get guidance on how to improve writing skills, such as grammar and structure (e.g. "Describe what I can improve in the following paragraph in terms of my writing style").

6. Student AI Unacceptable use

Students should be aware that using Chat GPT or similar AI tools to generate written work that the student passes off as their own work would constitute plagiarism. “Examples of AI misuse include, but are not limited to, the following:

- 6.1.1. Copying or paraphrasing sections of AI-generated content so that the work is no longer the their own
- 6.1.2. Copying or paraphrasing whole responses of AI-generated content
- 6.1.3. The use of AI to cheat on exams, tests, or assignments.
- 6.1.4. Using AI to complete parts of the assessment so that the work does not reflect the student’s own work, analysis, evaluation or calculations.
- 6.1.5. Failing to acknowledge use of AI tools when they have been used as a source of information
- 6.1.6. Using AI to generate and submit plagiarised content, including essays, research papers, or code.

7. PROCEDURE

- 7.1.1. As AI evolves, the college needs to vigilant in preventing the misuse of technology and addressing potential malpractice, in partnership with Awarding Bodies and University partners.
- 7.1.2. Teachers and external markers will reserve the right to use software developed to check written work for the use of such AI tools.
- 7.1.3. We are committed to implementing robust safeguards and ethical guidelines to ensure the responsible and fair use of AI in our assessment practice. As such, if a student is suspected of using generative AI models (e.g. ChatGPT) without proper authorisation and are trying to pass off AI-generated output as their own work, this will be deemed as academic misconduct and will be investigated as such under the Assessment Policy.
- 7.1.4. We will continue to invest in research and development, collaborate with experts, and actively involve our staff, and students in shaping the ethical and responsible integration of AI into our curriculum and administrative processes

