



AI Policy

This policy adheres to and should be applied with due consideration to the College's commitment to the Framework for Ethical Leadership in Education

This policy has been reviewed in line with the Sustainable Development Goals.

Mission Statement

Our mission inspired by the Christian tradition is to be a community based on faith, hope and love; developing each individual intellectually, emotionally and spiritually to achieve their full potential.

To achieve this we will:

- Provide a welcoming, supportive community where everyone is valued.
- Provide a high quality, meaningful education which encourages the development of the whole person, inspired by the Notre Dame tradition.
- Promote a caring environment, rooted in the virtues of service, kindness, gratitude and respect.
- Work together for the benefit of each person as well as the wider community.
- Recognise, celebrate and treasure, without exception, the unique gifts and dignity of each person, ensuring equality and fairness for all, as found in the teaching and example of Our Lord Jesus Christ.

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1. Context

This policy outlines the intended use of Generative Artificial Intelligence (AI) by staff and students at Notre Dame Catholic Sixth Form College. AI is a powerful tool that can be leveraged for learning, writing, and research, but it is important that we use it ethically and responsibly both within the context of our College and with a view to the future. This policy has been written to comply with guidance from the Department of Education, Ofqual, JCQ and Ofsted. It has considered recommendations following training by Phoenix on AI Governance.

2. Ethical Use of AI

The College endeavours to ensure that dignity, diversity and inclusion is at the heart of any implementation of AI tools and AI training at College.

2.1 Transparency and Explainability: The College will strive to understand how AI arrives at its outputs and to explain this to staff and student users. This is intended to help users to critically evaluate the information generated by AI. We will involve staff throughout the process about AI tools proposed and collect feedback.

Equality and Diversity: The College acknowledges that AI models can perpetuate biases present in their training data. The College will be mindful of this and will take steps to mitigate bias and discrimination in our use of AI. This may involve training on prompt construction, use of diverse datasets and being critical of outputs that suggest or reinforce stereotypes and prejudices.

Accountability: The College takes responsibility for the use of AI and will acknowledge such use where appropriate. The College aims to ensure that AI tools are utilised for educational purposes, and this use does not cause harm.

Sustainability: The College pledges to avoid use of AI produced imagery where possible.

Catholic Social Teaching	Application in AI Policy
Dignity	Ensure all AI use respects the inherent worth of every individual. Avoid systems that dehumanise or reduce people to data points.
Common Good	Use AI to enhance learning and wellbeing for all, not just for efficiency or performance metrics. Prioritise collective benefit.
Subsidiarity	Empower staff and students to make informed decisions about AI use at the most local level possible. Avoid over-centralised control.
Solidarity	Foster a culture of shared responsibility and support in navigating AI's challenges. Encourage collaboration and mutual learning.

2.2. Data Privacy & Security

- **GDPR:** The College takes its responsibilities towards GDPR seriously; all breaches are reported to the designated member of staff and dealt with according to the college's GDPR policy.
- **Personally Identifiable Information (PII):** We respect the privacy of users and their data, and so PII is deemed off-limits for AI tools in college. In line with GDPR

requirements, we will only input data into AI tools that users have consented to sharing. Teachers and students will be instructed to use Co-pilot for any task where Notre Dame, its staff and its students can be identified.

- **Data Protection Act & Utilising AI for Assessment:** In line with the Data Protection Act (2018) and the methods AI tools use for storing data, the College will not upload identifying/personal details in student work to AI platforms for the purpose of assessment.

3. Responsible Use of AI

3.1. Acceptable Use

The College encourages the use of AI by both staff and students to aid their work. It is important to be mindful that, as a user of AI, you play a part in creating the product. The prompts and refinements submitted by a user are utilised to improve the performance and accuracy of the responses provided.

Acceptable use could take the form of, but is not limited to:

- **Learning:** AI can be used to generate summaries of complex topics, answer factual questions, and provide different perspectives on an issue. This can help students develop a deeper understanding of the material.
- **Research:** Students and staff can use AI to help them research topics by gathering information, identifying sources, and formulating research questions. Production of additional questions, mark schemes and quizzes.
- **Writing & Administration:** AI can be used to formulate ideas, create presentations and spreadsheets, check grammar and spelling, and improve sentence structure. However, it should not be used to generate entire essays or assignments.

3.2. Unacceptable Use

- **Plagiarism & cheating:** The College prohibits the representation of AI-generated text, images, or other content as your own work. Students must properly cite all sources including AI output, according to the requirements of the relevant Awarding Organisation (4.1).
- **Bias:** AI tools rely on machine learning and can reflect biases present in training data. It is important to be aware of these biases and to critically evaluate the information AI generates.
- **Inappropriate content:** AI should not be used to generate content that is discriminatory or illegal, and any output from AI must not be used in an offensive manner.
- **Images:** The College pledges not to use AI to create images.

Examples include: not asking for permission to use AI tools, completing an entire task or assessment using AI, not reviewing work for 'hallucinations' or inaccuracies, creating deepfake videos, not tracking or citing work where AI has been utilised.

3.3. Enforcement

The College intends to implement methods which allow staff to review how and when students have completed homework, coursework or assignments to ensure that any AI use is ethical and responsible.

Subject staff will provide further guidance when, and if, AI may be used for the work students will undertake during their time at college; if students have used AI, they will be expected to reference the prompts used alongside an explanation of the use case as set out by JCQ guidance on use of AI. Unacceptable use of IT by students will be treated as a serious academic offence and may result in disciplinary action inline with the Acceptable Use of IT Policy and/r Student Code of Conduct.

Unacceptable use of Ai by staff may result in disciplinary action in line with the Unacceptable Use of IT Policy and/or Staff Code of Conduct and Teachers' Professional Standards. up to and including expulsion from College as cited in College's Examination Malpractice Policy.

4. Expectations Regarding AI Use

4.1. Staff:

- Staff are responsible for using AI ethically and responsibly in accordance with this policy.
- Staff should be familiar with this policy and should model responsible use of AI to colleagues and students. They should also be aware of the potential for misuse and should take steps to prevent it.
- Staff should provide clear guidance for students on the use of AI tools to support their learning.
- Considering the current capability limitations of AI tools, and in compliance with the Data Protection Act (2018), staff will not upload any student work to any AI tools without consent.

4.2. Students

- Students are responsible for using AI ethically and responsibly in accordance with this policy.
- Students should consult with staff if they are uncertain on appropriate AI use.
- Students should comply with tutor direction regarding whether the support of an AI tool is permitted on specific tasks and seek confirmation where it is not clear
- Students must clearly reference any work that they have directly used from an AI source, as they would for any other source.
- AI tools should be included in references when submitting work. This should be done in the format required by your Awarding Body . For example: OpenAI. (2024). ChatGPT (Mar14 version) [Large language model]. <https://chat.openai.com/chat>

4.3. IT Department:

- Will be responsible for monitoring access to AI tools within College.
- Is responsible for supporting the investigation of any suspected misuse as identified by staff or students.
- Is responsible for maintaining any applicable subscriptions to represent both value for money, and access to the best possible AI.

5. AI Skills & Employability

5.1. Preparation for the Future

- The College recognises the potential impact that being able to successfully utilise AI could have in the future job market and the moral obligation we should educate staff and students in these employability skills.
- The College will endeavour to remain informed of current developments and capabilities in AI tools, relevant legislation, and outlook and impact on

future employability, to be best placed in advising our staff and providing best practice for our students.

- Governance: The College is working with Governors to share AI developments and inform, where can about Governance obligations.

6. Further Reference

- Ofqual's approach to regulating the use of artificial intelligence in the qualifications sector. (Ofqual, 24 April 2024)
- Ofsted's approach to artificial intelligence (AI). (Ofsted, 24 April 2024)
- <https://www.gov.uk/government/publications/generative-artificial-intelligence-in-education/generative-artificial-intelligence-ai-in-education>
- <https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>