Catherine School of London

Fair Use of Artificial Intelligence (AI) Tools in Academic Work Policy

Date: 15 May 2025
Review Date: Annually or as required

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1. Policy Statement

At Catherine School of London, we recognise the growing role of Artificial Intelligence (AI) tools in education and the potential they have to enhance learning, creativity, and productivity. However, we are equally committed to upholding the integrity and authenticity of academic work.

This policy provides clear guidance on the **responsible, ethical, and fair use of AI tools** (e.g. ChatGPT, Grammarly, translation tools, code generators, image creators) in assessments, assignments, and learning activities.

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2. Purpose

This policy aims to:

- Define acceptable and unacceptable uses of AI in academic contexts
- Promote responsible learning practices and academic integrity
- Ensure students understand the boundaries of using AI-generated content
- Safeguard the value and credibility of qualifications issued by the centre and its awarding bodies

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3. Scope

This policy applies to:

- All students enrolled at Catherine School of London (online and in-person)
- All academic work submitted for assessment or review
- All staff involved in teaching, learning, and assessment processes

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4. Definitions

Artificial Intelligence (AI) Tools: Software or platforms that generate or assist in producing text, code, images, data analysis, or other content using machine learning or natural language processing (e.g. ChatGPT, Grammarly, DALL·E, Jasper, DeepL, GitHub Copilot).

Fair Use: The appropriate and transparent use of AI tools to support learning without misrepresenting AI-generated content as original human work or using it in ways that breach academic integrity.

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5. Acceptable Use of AI Tools

Students **may** use AI tools in the following ways, provided they do so transparently and ethically:

- To support research by generating topic ideas or summarising content
- To check grammar, spelling, and structure (e.g. using Grammarly)
- To help understand complex concepts (e.g. using AI for explanations)
- For generating visual aids or diagrams with appropriate citations
- For translation support with language barriers (e.g. DeepL)

In all cases, students **must acknowledge** the use of AI tools where they have materially contributed to the development of the work.

Example Acknowledgement:

"Portions of this work were developed using ChatGPT (OpenAI) to assist with idea generation and grammar correction."

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6. Unacceptable Use of AI Tools (Academic Misconduct)

Students **must not**:

- Submit work generated entirely or mostly by an AI tool as their own
- Use AI to complete assessed tasks (assignments, reports, reflections, etc.) without proper acknowledgement
- Use AI to fabricate data, citations, or evidence
- Use AI to evade learning outcomes or academic skills development
- Use translation tools to mask the work of someone else (e.g. contract cheating in another language)
- Use AI to impersonate another student or falsify identity

Such actions will be treated as academic misconduct or plagiarism, as outlined in the Academic Misconduct and Plagiarism Policy.

7. Staff Responsibilities

Tutors and assessors will:

- Clearly communicate expectations around AI use for each assignment
- Design assessments that test critical thinking and original understanding
- Use plagiarism detection tools and review student work for signs of AI misuse
- Provide guidance and workshops on ethical AI use in academic writing
- Report suspected misconduct involving AI to the Internal Quality Assurer (IQA)

8. Students' Responsibilities

Students are expected to:

- Ask for clarification when unsure about acceptable AI use
- Use AI tools ethically, with transparency
- Ensure all submitted work reflects their **own understanding and learning**
- Include a declaration or acknowledgement of any substantial AI support used
- Avoid overreliance on AI that could impede skill development (e.g. writing, problem-solving)

9. Detection of Improper AI Use

- Tutors may identify improper AI use through changes in writing style, inaccurate or overly generic responses, or citations that do not exist
- Detection software and human review will be used where necessary
- Suspected cases will follow the formal academic misconduct procedure

10. Consequences of Misuse

Unacceptable or dishonest use of AI tools will be treated as **academic misconduct**. Sanctions may include:

- Rejection of submitted work and requirement to resubmit
- Marks penalty or failure of the assessment
- Disciplinary action for repeated or serious misuse
- Notification to awarding bodies, where applicable

11. Guidance and Support

Students will have access to:

- Workshops or training on responsible AI use
- Examples of appropriate acknowledgements or citations
- Academic support services to reduce reliance on AI tools

Staff will be supported with:

- Guidance on designing AI-resilient assessments
- Training in identifying AI-generated content
- Tools to promote academic integrity

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12. Review and Monitoring

This policy will be reviewed annually, or sooner if:

- New guidance is issued by awarding bodies, Ofqual, or regulatory authorities
- Significant changes in AI tools or usage practices occur
- There are notable trends in academic misconduct cases involving AI

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13. Policy Approval

This policy has been approved by:

Tahir Khan / Director

Date: 15 May 2025