Student Use of AI Policy

School update	
Responsible for the review of policy	Deputy Head (Learning & Development)
Last school update	September 2026
Governor Sub-Committee approval	Curriculum
Sub-Committee to review and approve	Curriculum Committee
Review Period	6 months
Last Sub-Committee review date	30 September 2026
Scheduled Review	9 June 2027
Related policies and guidance	ICT use of mobile technology by boarders Online Safety policy Safeguarding Policy Relational Policy Exclusion & Required Removal policy Anti-Bullying including cyber-bullying Policy Guidance for staff on responding to sharing of nudes/semi nudes imagery Policy on taking, storing and using images of children NEA Policy Staff code of Conduct Policy Teaching and Learning, Senior School Policy Disciplinary Policy Exams Policy IT Acceptable Use Policy Pupil IT Acceptable Use Policy AI Policy

Uploaded to Staff Shared	October 2026
Uploaded to Website & MSP	October 2026

1. Introduction and Scope

This policy provides a framework for the safe, ethical, and effective use of Artificial Intelligence (AI) by students at RMS. RMS is committed to harnessing the advantages of AI and data technologies to enrich teaching and learning while upholding ethical responsibilities and academic integrity.

This policy relates to all content creation, including text, artwork, graphics, video, and audio, and covers any generative AI tool, whether a stand-alone product (such as ChatGPT) or integrated into productivity suites (such as Google Workspace).

Overarching Principles for Students

- **Academic integrity:** All work submitted for assessment must be the pupil's own, fostering personal growth and critical thinking. Students must follow the JCQ and plagiarism regulations.
- **Transparency:** Undeclared use of AI in academic work is considered plagiarism.
- **Critical evaluation:** Students must accept responsibility for verifying all information acquired through AI, as AI output may contain bias or inaccuracy.
- **Purpose of AI:** AI must not be used as a shortcut, a substitute for independent thought, or to avoid the desirable difficulties of learning.

2. Permitted Use of AI in Learning

AI tools can be used to support teaching and learning when used critically, guided by staff, and monitored by the school.

Examples of acceptable use

- Using AI to support personalised learning (e.g., additional practice, quizzing, feedback, creation of model answers)
- Using AI when specifically directed by a teacher to explore examples or research.
- Using AI for grammar and spell-checking in essays.
- Using AI to enrich creativity, accessibility, and personalisation where beneficial, and with staff guidance.

Examples of unacceptable use

- Copying or paraphrasing sections or whole responses of AI-generated content and submitting it as your own.
- Using AI to complete parts of an independent task so that the work does not reflect the student's own analysis or evaluation.
- Failing to acknowledge the use of AI tools when they have been used as a source of information.
- Using AI tools for dishonest purposes, such as plagiarism or impersonation.

3. Student Use of AI in Assessments

The rules regarding AI use differ depending on the assessment type and subject; students must always check with their teachers first to determine if an AI tool is permitted.

A. External and internal examinations (where exam rules apply)

- **Prohibition:** AI tools cannot be used in an exam or any other assessment where exam rules apply.
- **Malpractice:** Using an AI tool in an assessment where it is not allowed is known as AI misuse and is considered a form of cheating.
- **Wearable devices:** Wearable AI devices (such as AI glasses, pins, or clips) are prohibited in all examinations and controlled assessments. Breaches will be treated as malpractice.

B. Internal and Non Examined Assessments (NEAs)

- **Original work:** All work submitted must be the pupil's own.
- **Unmarkable content:** If a student uses an AI tool, they cannot get marks for what the AI tool has produced, as it is not their own work. In some cases, AI may support preparation but must not substitute for the assessed work.
- **Declaration:** When submitting work for final assessment, students are required to sign an authentication statement (declaration form) confirming they have followed regulations and that the work is their own.
- **Mandatory declaration:** If a student has used an AI tool where permitted, they must declare that they have used it before signing the declaration form.

4. Policy for Referencing and Acknowledging AI Use in Assessed Work

When an AI tool is allowed for preparatory work or assessment, students must acknowledge the AI tools and the material produced by the AI tool that they have used in their work. Failure to acknowledge AI use will be considered cheating.

Requirements for Referencing in Assessed Work

Students must provide detailed references for everything in their work that is not in their own words. Referencing ensures academic integrity.

Students must include the following details when acknowledging AI use:

1. **Tool used:** Reference the specific AI tool used (e.g., Gemini 2.5 Flash). Simply referencing 'AI' or 'Gemini' is not sufficient.
2. **Date of generation:** Give the date of when the AI tool generated the content.
3. **Details of use:** Give details of how the tool was used (the purpose and description of the interaction/prompt).
4. **Quotations:** If the student uses the same wording as the AI-generated output, they must place quotation marks around the passage and state where it came from (referencing). An example format provided is: Gemini 2.5 Flash (https://gemini.google.com/app), 25/11/2025.

Evidence Retention

If students are allowed to use an AI tool in their assessment, they must save screenshots of what they have asked or instructed the AI tool to do and what answer the AI gave them, and include this with the work submitted.

5. Consequences of AI Misuse

AI misuse includes using an AI tool in an assessment where it is not allowed, or using an AI tool to create work and then claiming it is the student's own.

- Consequences for AI misuse are covered under related policies.
- If a teacher suspects that a student has misused AI (e.g., submitted work that is not their own and has not been acknowledged), the teacher will investigate.
- If AI tools have been misused, the work will be required to be repeated.