



AI Usage Policy for Students

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1 Introduction

- 1.1 This statement outlines the responsible, safe, and ethical use of Artificial Intelligence (AI) tools by students and staff within the College. This policy is underpinned by the College's values of Rights, Respect and Responsibility. AI tools include (but are not limited to) chatbots, large language models, generative text and image platforms, translation tools, coding assistants, and automated summarisation software. This should be read in conjunction with:
- Safeguarding Policy
 - Student Code of Conduct
 - Work Performance Policy
- 1.2 Artificial Intelligence (AI) is a growing trend in society, and the College sees the benefits as an educational tool to support student learning. Therefore, the College encourages students to be aware of the benefits as well as the risks associated to AI use.
- 1.3 In enabling students to have access and opportunities to use and explore AI, the College must ensure that students are clearly aware of the platform(s) available and used in a manner appropriate to the College's Aims, specifically;
- Microsoft CoPilot (Generative AI)
 - Teams (Enhanced AI)
- 1.4 This policy sets out expectations for the responsible use of AI tools by students at Reigate College, promoting academic integrity and ethical learning, which applies to all students enrolled at the College. This includes future AI tools and developments, whether explicitly named in this policy or not.
- 1.5 This applies to all AI-enabled tools, including but not limited to generative AI, chatbots, search tools, writing assistants, translation tools, coding assistants, image, video and audio generators, and AI features embedded within software, applications, browsers and online platforms.

2 Definitions

- 2.1 **Misinformation:** False or inaccurate information that is shared **without the intent to deceive**.
- 2.2 **Disinformation:** False or fabricated information that is shared **deliberately to deceive, manipulate, or cause harm**.
- 2.3 **Deepfake:** Digitally manipulated or AI-generated images, audio, or video designed to imitate, replace, or misrepresent real individuals.
- 2.4 **AI-Generated Content:** Any text, image, audio, video, code, or media created wholly or partially by an AI system.

3 Assessment

- 3.1 To maintain the integrity of qualification, strict regulations and guidance are in place for exams and non-examined assessments (NEAs).
- 3.2 AI platforms must not be used to plagiarise or cheat on assignments. This includes coursework assignments in BTEC, AAQ and other similar qualifications or other Non-Examined Assessments (NEA). This is in accordance with JCQ guidance, BTEC Assessment Policy, and Academic Malpractice.
- 3.3 Failure to adhere to the requirements outlined in the relevant assessment policies will result in contacting the relevant examination board(s) and may lead to disqualification of qualifications.

- 3.4 Students must ensure that all submitted work is their own.
- 3.5 Any use of AI in your coursework will be outlined and communicated by your teachers. A clear understanding will be provided by teachers of whether AI can be used and if so, the level allowed.
- 3.6 During any JCQ-regulated assessment, controlled assessment, coursework, mock exam, or external examination, **AI tools are strictly prohibited** unless approved as part of formal access arrangements.
- 3.7 Unauthorised use of AI in assessed work can result in **malpractice**, including:
- Loss of marks
 - Disqualification from a unit or full qualification
 - Notification to the awarding body
 - Restrictions on future exam entries
- 3.8 Students must comply with all JCQ regulations on authenticity, supervision, and original work.
- 3.9 Using AI to generate content and submitting it as original work **without acknowledgement** is plagiarism.
- 3.10 Students remain responsible for the authenticity and accuracy of all submitted work.
- 3.11 If the College, identify or suspect AI use or AI use not appropriately referenced, they will speak with the individual to establish understanding and clarity of the topic submitted.
- 3.13 If AI tools are allowed to support coursework or preparation tasks, students must acknowledge when AI tools are used in coursework or NEA's and referenced appropriately. This includes platforms such as Grammarly to support literacy.
- 3.14 Students remain responsible for the authenticity and accuracy of all submitted work.

4 Safety, Security, Personal Data, and GDPR Compliance

- 4.1 AI tools must **never** be used to enter, upload, or share personal, sensitive, or confidential information (names, photographs, email addresses, medical details, safeguarding information, assessment data, etc).
- 4.2 Uploading personal data to unapproved AI systems may result in a **GDPR breach** under the UK GDPR and Data Protection Act 2018.
- 4.3 Any accidental or deliberate disclosure of personal data to AI systems must be reported immediately to the **Data**.

4.4 Protection Officer (DPO)

- 4.4.1 Only College-approved AI tools may be used for work involving internal information or identifiable individuals.
- 4.4.2 Staff are responsible for ensuring that no student information is uploaded into external AI tools unless they are verified as GDPR compliant and authorised.

5 Safeguarding

- 5.1 AI must be used in a way that supports and protects the wellbeing, dignity, and safety of all students and staff.

- 5.2 AI tools must not be used to generate, request, share, or access **harmful, abusive, extremist, discriminatory, or sexually explicit content**.
- 5.3 AI must not be used to create, manipulate, or circulate images or videos of students or staff that could pose a safeguarding risk.
- 5.4 Any AI-generated content that causes concern about a student's safety, welfare, mental health, or behaviour must be reported immediately to the **Safeguarding Team** in line with the College's safeguarding procedures.
- 5.5 Students must not use AI tools to impersonate others, pressure others, or create content that could cause emotional or psychological harm.
- 5.6 AI tools must not be used in ways that expose students to unsafe online environments or inappropriate content.

6 Ethical Principles

- 6.1 To limit bias and accuracy of information, all AI sources should be cross checked against reliable sources, as communicated by your teachers.
- 6.2 Students are encouraged to learn how to use AI tools critically and responsibly to raise awareness of the risks of an overreliance of tools.
- 6.3 Students should only use AI when permitted to do so by their teachers. If not permitted, this will be communicated by teachers.
- 6.4 AI-generated content may be incorrect or misleading; students must check all information against credible sources. This includes all AI generated references, statistics, and quotations.
- 6.5 Creating or sharing false or deceptive content—whether intentionally (disinformation) or unintentionally (misinformation)—is prohibited.
- 6.6 Students must not produce, share, or distribute **deepfakes** or manipulated media of staff, students, or members of the public.
- 6.7 AI tools must not be used to deceive, mislead, harass, or impersonate others.
- 6.8 Students are accountable for the credibility and accuracy of all information used.

7 Acceptable uses

- 7.1 Students are encouraged to learn how to use AI tools critically and responsibly as outlined in the College Digital Induction.
- 7.2 In instances where the teacher determines and communicates, where AI is permissible; acceptable uses of AI tools include:
- Research support or summarising large text document(s), ensuring these are in line with the GDPR regulations
 - Idea generation or improved writing style
 - Accessibility support, in the form of text-to-speech or translation
 - Learning Consolidation through quiz generation or alternative explanation
 - Support organisation in planning student(s) weeks to aid time management and prioritisation of workload

- 7.3 Any use of AI must be declared and referenced following subject specific requirements.
- 7.4 Students must cross-check AI-generated information with credible academic sources.
- 7.5 AI must not be cited as a standalone factual source unless explicitly permitted.
- 7.6 AI-generated references, statistics, and quotations must be independently verified.
- 7.7 Students are accountable for the credibility and accuracy of all information used.
- 7.8 Where **AI must not be used**, include:
- Submitting AI-generated work as original
 - Submitting AI-generated work without accurate referencing
 - Using AI to impersonate others or create misleading or harmful content
 - Uploading personal data or that of a peer onto AI platforms
- 7.9 Where unacceptable uses of AI are identified; implications are reviewed against the Student Code of Conduct and in accordance with the College's Behaviour Policy.
- 7.10 Students must use AI tools that meet age requirements and College approval.

8 Misinformation, Disinformation, and Deepfakes

- 8.1 AI-generated content may be incorrect or misleading; students must check all information.
- 8.2 Creating or sharing false or deceptive content—whether intentionally (disinformation) or unintentionally (misinformation)—is prohibited.
- 8.3 Students must not produce, share, or distribute **deepfakes** or manipulated media of staff, students, or members of the public.
- 8.4 AI tools must not be used to deceive, mislead, harass, or impersonate others.

9 Use of AI-Generated Images, Videos, and Media

- 9.1 AI-generated media may only be used for legitimate educational purposes.
- 9.2 Students must ensure AI-created media does not:
- Contain inappropriate, explicit, or discriminatory material
 - Portray individuals in harmful or misleading ways
 - Breach copyright or intellectual property rights
- 9.3 Creating or sharing harmful or offensive AI-generated imagery will result in disciplinary action under the Student Code of Conduct.

10 Reporting Concerns

- 10.1 Concerns related to AI misuse must be reported immediately to the:
- Safeguarding Team (for welfare or safety issues)
 - Assistant Principal Safeguarding and Interventions
 - Data Protection Officer (for GDPR/data issues)

- IT Services (for technical misuse)

10.2 All reports will be handled under relevant safeguarding, behaviour, IT, and data protection policies.

11 Consequences of Misuse

11.1 Misuse of AI tools may be seen as Gross misconduct and the following may apply:

- Sanctions under the Student Code of Conduct, including suspension or exclusion
- Restriction or removal of IT access
- Safeguarding intervention
- GDPR investigation and legal reporting
- JCQ malpractice proceedings (if applicable)