



Bishop Stopford's School

**Pupil & Parent
Guide to
Artificial
Intelligence
(A.I)**

Aims of A.I in School

Learn to use and not misuse

At Bishop Stopford's School we understand the valuable potential that artificial intelligence (AI), including generative AI, holds for pupils and their learning.

We are also aware of the risks posed by AI, including potential issues around coursework or examination malpractice, ethical and environmental issues

This guide aims to:

- Support the use of AI to enhance pupils' learning.
- Prepare pupils for a future in which AI technology will be an integral part.
- Promote equity in education by using AI to address learning gaps and provide personalised support.
- Ensure that AI technologies are used ethically and responsibly by all pupils
- Protect the privacy and personal data of pupils in compliance with the UK GDPR

Pupil Friendly Guidance: Safe and Secure Use of A.I

Artificial Intelligence (AI) is a powerful tool that can help you learn, create, and solve problems. However, it is important to use it safely and responsibly. Follow these key guidelines to stay safe:

1. Think Before You Use

- Use AI to support your learning, not to do the work for you.
Always check with a teacher if you are unsure whether using AI is allowed.

2. Protect Your Privacy

- Never share personal information (like your name, address, school, or photos) with AI tools or online platforms.
- Use AI on trusted, school-approved websites or apps.

3. Be Honest

- Do not copy AI-generated answers and pass them off as your own.
- Learn from the information AI gives you, but always write in your own words.

4. Stay Safe Online

- There is a minimum age, of 13, for unsupervised use of generative A.I.
- Report anything that feels strange or unsafe to a teacher or trusted adult.
- Remember that AI can sometimes make mistakes—double-check facts using reliable sources.

5. Be Respectful

- Use AI responsibly and kindly.
- Do not use AI to create or share anything inappropriate, harmful, or offensive.

Guidance on use of AI by pupils

Bishop Stopford's School recognises that AI has many uses to help pupils learn.

Pupils may use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images

All AI-generated content must be properly attributed and appropriate for the age of the pupils and educational needs.

AI may also lend itself to cheating and plagiarism. To mitigate this, pupils may not use AI tools:

- During assessments, including internal and external assessments, and coursework.
- To write their homework or class assignments, where AI-generated text is presented as their own work.
- To complete their homework, where AI is used to answer questions set and is presented as their own work (for example, math's calculations)
- Obtaining UCAS advice for structuring personal statements but not writing them. This list of AI misuse is not exhaustive.

Where AI tools have been used as a source of information, pupils should reference their use of AI.

The reference must show the name of the AI source and the date the content was generated.

Pupils must consider what is ethical and appropriate in their use of AI and must not:

- Generate content to impersonate, bully or harass another person
- Generate explicit or offensive content
- Input offensive, discriminatory or inappropriate content as a prompt

Pupils must also consider the environmental impact of A.I. A single ChatGPT query can generate about 4.32 grams of CO₂, which is 21 times more than a traditional search. Therefore, pupils must consider the appropriate use of AI accordingly

AI for UCAS

Pupils considering application to University must be mindful that applications are screened for use of A.I and if found to be used the consequences could be withdrawal from UCAS application processes.

Exams & Assessment : Protecting the Integrity of Qualifications

While AI can be a valuable resource for research, learning, and creativity, the school aims to prevent pupil's malpractice, or misuse of these tools for their coursework. This includes using AI to generate assignments, essays, and other projects that should reflect the pupils own understanding and effort. We want to remind both pupils and parents that the purpose of schoolwork is to develop critical thinking, creativity, and personal growth. Relying on AI to

complete assignments undermines this process and can negatively impact students' long-term development.

There are guidelines that are in place to make certain pupils ensure they submit their own work for coursework and assessment.

This is in response to the potential misuse of artificial intelligence as malpractice, which if identified may result in the most serious and severe sanctions.

The JCQ (Joint Council for Qualifications) has issued guidance and support and as a school we will do our utmost to ensure we are monitoring their work and coursework submissions.

To enable this the school will be adopting automated detection software to determine if pupils have utilised AI in any way. Teachers will be instructed to verify samples of coursework and check for any malpractice as part of our commitment to abiding by exam board regulations.

The JCQ guidance, with more specific details about AI misuse can be found here:

https://www.jcq.org.uk/wp-content/uploads/2025/04/AI-Use-in-Assessments_Apr25_FINAL.pdf

Please see the school AI policy for guidance and protocol on A.I GDPR and safeguarding