

Artificial Intelligence (AI) Policy

1. Responsibility

1.1 Roles and Accountability

Westbourne Academy recognises that the ethical, secure, and pedagogically appropriate use of Artificial Intelligence (AI) is a shared responsibility across the organisation.

All staff are required to:

- Comply fully with this policy and associated procedures;
- Exercise professional judgement when using AI in any academic or operational context;
- Disclose the use of AI where outputs contribute materially to professional work;
- Safeguard personal data in accordance with UK data protection legislation;
- Report any concerns relating to misuse, bias, safeguarding, or data security.

Academic Management is responsible for determining the permitted level of AI use within each programme of study and for ensuring consistency across courses.

Teachers are responsible for guiding students in the appropriate and ethical use of AI and for maintaining academic integrity within teaching and assessment.

Students are required to:

- Adhere to course-specific regulations concerning AI use;
- Declare the use of AI in assessed work where required;
- Refrain from using AI in any manner that breaches assessment regulations or compromises data protection.

Department Managers are accountable for ensuring that AI use within their areas complies with this policy and for maintaining appropriate oversight and documentation where AI supports administrative or academic processes.

Day-to-day operational decisions regarding AI use fall within the remit of Department Heads. Complex, sensitive, or precedent-setting academic matters are referred to the Principal. The Safeguarding Team reviews AI-related developments, risks, and aggregated usage data periodically in order to inform policy review and quality assurance.

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2. Policy and Procedures

This section defines how AI may be used in teaching, assessment, administration, and operational practice. It integrates the school's safeguarding, data protection, academic integrity, and quality assurance frameworks.

2.1 Principles Governing AI Use

AI use within the school is governed by the following principles:

- **Academic Integrity** – AI must not undermine the authenticity of student work or assessment outcomes.
- **Transparency** – AI-assisted outputs must be declared where required.
- **Human Oversight** – AI must not replace professional judgement in academic or operational decision-making.
- **Safeguarding and Welfare** – AI must not compromise the safety, dignity, or wellbeing of students.
- **Equity and Inclusion** – AI must not reinforce bias or disadvantage any individual or group.
- **Data Protection and Security** – All AI use must comply with applicable UK data protection legislation.
- **Educational Value** – AI should demonstrably support learning outcomes and student development.

In line with sector expectations, the school engages with relevant accreditation bodies, professional associations, and sector networks to monitor emerging developments and contribute to evolving standards in ethical AI use in education.

2.2 AI in Teaching and Learning

2.2.1 Permitted, Limited, and Prohibited Use

Each course syllabus must clearly state whether AI use is:

- **Permitted** – AI may be used for specified academic purposes (e.g. idea generation, language support), subject to appropriate disclosure.
- **Limited** – AI use is restricted to defined tasks (e.g. brainstorming, drafting support, editing) under teacher guidance.
- **Prohibited** – AI must not be used. This applies particularly to invigilated, controlled, or secure assessments unless explicit authorisation is provided.

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Academic Management determines the categorisation in order to ensure consistency and fairness across programmes.

Where appropriate, authenticity may be verified through process-based evidence (e.g. draft stages, version history, oral clarification) in addition to technological detection tools.

2.2.2 AI in Language Learning Contexts

Westbourne Academy prioritises authentic communication and spontaneous language production. AI must enhance — not replace — genuine human interaction and meaningful language use.

Recommended Uses:

- Pronunciation practice (e.g. ELSA Speak or Google Pronunciation) for independent study between lessons
- Grammar and vocabulary support using tools such as Grammarly or MS Editor for post-draft editing
- AI-generated comprehension quizzes for additional reading or listening practice outside class
- Writing support for brainstorming, organising ideas, or checking spelling and structure (with student review and revision)
- Structured speaking prompts using teacher-approved tools within clearly defined limits

Limited Use (with teacher guidance):

- Translation tools to clarify complex instructions or texts; however, students must produce original work in the target language
- AI chatbots for supplementary conversation practice, but never as a substitute for real interaction with English speakers

Not Permitted:

- Translating entire assignments into English using AI
- Using AI to complete speaking or writing tasks designed to assess spontaneous language production
- Submitting AI-generated responses in assessments measuring authentic communicative ability

Teachers retain full responsibility for defining acceptable AI use within individual tasks and levels.

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2.2.3 AI in Lesson Planning

Teachers are responsible for the pedagogical design of lessons, including learning outcomes, sequencing, differentiation, and methodology.

AI may be used to support the development of supplementary materials or formatting; however, it must not independently determine lesson structure or pedagogical approach without critical teacher oversight.

All AI-generated materials must be reviewed to ensure:

- Accuracy and reliability;
- Alignment with learning objectives;
- Cultural appropriateness for an international student cohort;
- Compliance with safeguarding and equality principles.

Disclosure to students is not required where AI is used solely as a planning support tool. Responsibility for the quality and suitability of all classroom materials remains with the teacher.

Staff must not input personal or identifiable student data into AI systems unless the system is institutionally approved and compliant with UK data protection requirements.

2.3 Academic Integrity and Disclosure

Students are required to declare AI use in assessed work where stipulated in course documentation. Failure to disclose AI use will normally be treated as a breach of academic integrity and managed in accordance with the school's academic misconduct procedures.

The school's approach is educative as well as regulatory, with guidance provided to support responsible practice.

2.4 Training and Guidance

Students receive guidance, where relevant to their programme, on responsible AI use, academic integrity, and data protection.

Staff development may include training on ethical AI use, risk awareness, and pedagogical integration.

2.5 AI in Marking and Assessment

- AI must not assign grades;
- AI must not determine progression outcomes;
- All assessment decisions must be made and confirmed by a qualified member of staff.

Human oversight and professional accountability remain central to all assessment processes.

2.6 Monitoring and Review

The school evaluates the educational effectiveness and risk profile of AI tools through ongoing quality assurance processes. Where AI use does not demonstrate clear pedagogical benefit or presents undue risk, its use will be revised or discontinued.

This policy will be reviewed periodically to reflect regulatory developments, safeguarding considerations, and sector best practice.

2.7 Risk and Ethics Framework

The school acknowledges that AI presents both opportunities and risks. The following categories are subject to ongoing monitoring:

Bias and Fairness

AI outputs may reflect cultural, linguistic, or social bias. Staff must critically evaluate content to ensure inclusivity and appropriateness for a diverse international student population.

Misinformation

AI-generated information may be inaccurate. Important academic or operational information must be verified against reliable sources.

Over-reliance

Excessive dependence on AI may weaken professional judgement and student critical thinking. Human oversight is mandatory.

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Data Protection

Uploading personal data to unapproved AI systems may breach UK data protection legislation. Only authorised systems may be used for sensitive information.

Safeguarding

AI must not be used in ways that compromise student safety, dignity, or wellbeing. Particular caution is required in relation to impersonation, manipulation, exploitation, or other safeguarding risks.

AI must not be used to make final decisions concerning grading, progression, disciplinary action, admissions, or staff performance without meaningful human review and accountability.
