

The Isca School of English

Policy on Using Artificial Intelligence (AI)

Start Date: May 2025

Review Date: May 2026

1. Why We Have This Policy

This policy explains how students, teachers, and staff at the Isca School of English can use artificial intelligence (AI) tools. AI tools are computer programmes that can write text, answer questions, and help with many tasks.

We want to make sure that AI is used in a safe and helpful way. It should help people learn English better, not do the learning for them. It is also very important to keep all students safe, especially younger students.

2. Who This Policy Is For

This policy is for everyone at the Isca School of English:

- All students, including young learners
- All teachers and academic staff
- All office and support staff

It covers using AI tools in lessons, for homework, for preparing lessons, and for office work.

3. Our Approach to AI

At the Isca School of English, we know that AI tools are becoming a normal part of daily life. They can be useful when people use them carefully.

We do not have one rule for everyone. Instead, teachers decide when it is appropriate to use AI, depending on the task and the student. The most important rule is this: AI should help you learn English, not do the work for you.

4. Guidance for Students

4.1 General rules

- You can only use AI tools if your teacher says it is allowed for that task.
- You must not use AI to do work that your teacher expects you to do yourself. This is dishonest.
- If you are not sure whether you can use an AI tool, ask your teacher before you start.
- AI tools can make mistakes. They can write incorrect or unnatural English. Always check what the AI writes carefully.

4.2 Good ways to use AI (only with your teacher's permission)

- Checking your own writing after you have already finished it
- Reading example sentences to help you understand vocabulary or grammar
- Practising speaking or pronunciation with an AI tool that your teacher recommends
- Finding information about a topic for class discussion or a project

4.3 Things you must not do

- Give in AI-written work as if you wrote it yourself
- Use AI during a test or exam, unless your teacher says you can
- Share personal information (yours or anyone else's) with an AI tool
- Use AI to translate a whole task instead of trying to write in English yourself

5. Extra Rules for Young Learners

Students who are under 18 years old must follow these extra rules:

- Young learners can only use AI tools that the school or their teacher has chosen and set up.
- Young learners must not use AI tools for school work on their own without permission from their teacher or parent.
- Young learners must never give their name, age, address, school details, or any personal information to an AI tool.
- Before any lesson that uses AI, the teacher will explain what AI is and how to use it safely.
- Parents and guardians will be told in writing when AI tools will be used in lessons.

Teachers who work with young learners have extra responsibility. They must always show students how to use AI in a safe and sensible way.

6. Guidance for Teachers

6.1 Making decisions about AI

Teachers can decide when it is suitable to use AI in their lessons or in homework tasks. When making this decision, please think about:

- What is the aim of the task? Will using AI help or stop the student from learning?
- How old is the student, and what is their level?
- Can the student think carefully about what the AI produces and understand if it is wrong?
- Are there any safety concerns, especially with younger students?

6.2 Planning lessons and making materials

Teachers can use AI tools to help with their work, for example:

- Getting ideas for lessons, activities, or discussion questions
- Writing a first draft of reading texts, exercises, or comprehension questions
- Changing materials to suit different levels
- Writing emails or other office communications

All materials made with AI must be checked and edited by the teacher before they are used in class. Teachers are always responsible for the quality of the materials they use.

6.3 Being open with students

Teachers should tell students when and why they are using AI in the classroom. This helps students understand AI better and think about it more carefully.

7. Guidance for Office Staff

Office and support staff can use AI tools to help with tasks such as writing letters, translating documents, or summarising information. Please follow these rules:

- Do not put personal information about students, staff, or families into a public AI tool.
- All text written by AI must be checked and approved by a senior member of staff before it is sent.
- AI tools must not be used to make decisions about admissions, enrolment, or student welfare. These decisions must always be made by a person.

8. Keeping Data Safe and Protecting Students

The Isca School of English follows UK data protection law and takes the safety of all students very seriously. Everyone must follow these rules:

- Do not put personal information about students, parents, or staff into any AI tool that the school has not approved.
- Remember that information you type into a public AI tool may be stored or used by that tool. Do not type anything you would not want to make public.
- If you think an AI tool is being used in a way that could put a young learner at risk, tell the Designated Safeguarding Lead immediately.

The Designated Safeguarding Lead will keep up to date with new risks related to AI and will update this policy when needed.

9. Honesty and Fairness

It is not acceptable to use AI to produce work and then say that you wrote it yourself. This includes:

- Giving in text that was written by AI as your own writing
- Using an AI translation tool to complete a writing task that should be done in English
- Using AI during a test or assessment without permission

If we think a student has been dishonest, we will follow the school's normal procedures. The student, and their parent or guardian if appropriate, will be told what has happened and will be able to give their side of the story.

10. Reviewing This Policy

AI technology changes quickly. We will check and update this policy every year, or sooner if something important changes. All staff and teachers will be told about any changes. Students, and where necessary parents and guardians, will also be informed.

11. Approval

Approved by: _____

Role: _____

Date: _____

Next review due: _____