

Reference number		Policy name	Artificial Intelligence (AI) Acceptable Use Policy for Senior School Students
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Person(s) responsible	Harvey Greener	Date of next review	August 2026
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Vision, mission and values	<p>Mission To produce well-rounded, academically successful, happy young men and women.</p> <p>Vision To engage, inspire and extend our students, our staff and the wider community.</p> <p>Values To create a community where everyone mirrors our values of good manners, kindness and wisdom.</p>
Purpose	<p>This policy outlines the acceptable use of Artificial Intelligence (AI) tools by students at King's. It aims to promote ethical, responsible, and effective use of AI while safeguarding academic honesty and ensuring compliance with Thai laws, school values, and educational goals.</p> <p>This policy applies to all students using AI tools, including standalone products (e.g., ChatGPT, Midjourney, Gemini) and AI integrated into software suites (e.g., Microsoft 365, Google Workspace). The policy covers schoolwork, personal use on school premises, and any school-related activities.</p>

Approved by	SLT	Date	May 2025
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Permitted Uses (with Teacher permission):

Brainstorming and Idea Generation:

- o Students may use AI tools like ChatGPT for generating ideas, planning projects, or drafting outlines with teacher permission.

- **Example:** A student can use AI to brainstorm topics for an essay but must develop the content independently.

Learning Support:

- AI may assist in learning concepts (e.g., summarizing articles, generating practice questions) but must not replace independent learning.
- **Example:** A student struggling with math can use AI to practice solving problems but must show their own work.

Creative Exploration:

- Students can use AI tools for generating artwork or creative content as part of specific assignments with teacher permission.
- **Example:** A student can use DALL·E (AI image generator) to visualize a science project but must acknowledge AI contributions.

Prohibited Uses:

Plagiarism:

- Submitting AI-generated content as original work is forbidden.
- **Example:** Copy-pasting an AI-generated essay without acknowledgment violates academic integrity.

Unauthorised Use:

- AI tools must not be used for completing assessments unless explicitly allowed by teachers.
- **Example:** A student using ChatGPT to write an essay for a homework assignment without the teacher's permission violates this policy.

Inappropriate Content:

- Students must not use AI to create or share harmful, biased, offensive, or copyrighted material.
- **Example:** A student uses an AI image generator to create a meme with offensive or discriminatory content and shares it on a school platform, violating the policy on appropriate AI use.

Best Practices:

Always verify AI-generated content for accuracy and credibility.

- **Example:** If AI suggests a historical date, cross-check it with a reliable source.

Acknowledge the use of AI in your work by stating what was generated and how it was used.

For assessed essays and coursework, students must use an approved AI citation method when incorporating AI-generated content into their work.

Example: Include a note like, *"The outline of this essay was generated using ChatGPT."*

In-Text Citation Example for essays:

"The introduction of this essay was generated using ChatGPT (OpenAI, 2025)."

Works Cited Entry Example for essays:

OpenAI. ChatGPT. 2025, chat.openai.com.

Maintain transparency and communication with teachers about AI usage. Students should seek advice from their teachers if they are unsure whether a specific use of AI is acceptable.

- **Example:** Inform your teacher before using AI tools for an assignment.

Use AI tools in moderation to complement, not replace, your learning.

Legal and Privacy Considerations (with any points below, if students are in any doubt they should talk to their teacher/tutor or the schools Designated Safeguarding Lead (DSL))

Data Privacy:

- Students must not input personal or sensitive information into AI tools. Many tools store and process user inputs. Students must not upload images of themselves, other students or staff into an AI tool without prior permission.
- **Example:** Avoid sharing personal details like full names, addresses, or school information in AI prompts.

Copyright and Intellectual Property:

- Students must not use AI tools to generate or share copyrighted material without permission.
- **Example:** Do not use AI to recreate a copyrighted image for a school project.

Sanctions:

- Misuse of AI may lead to disciplinary actions under the school's behavior policy.
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Consequences of Misuse

1. **Minor Violations:**
 - o Educational intervention (Tutor/Head of House/Head of School Section) and additional training on ethical AI use.
 2. **Serious Violations:**
 - o Disciplinary action, which may include suspension of digital access at school, grade penalties, or further sanctions.
 3. **Examination Violations:**
 - o Reported to relevant awarding bodies, which could lead to disqualification.
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Examples of Allowed and Disallowed Use

Allowed Use	Disallowed Use
Using ChatGPT to generate ideas for a debate topic.	Copying an AI-generated speech and presenting it as your own.
Using AI to create visual aids with proper acknowledgment.	Generating an entire assignment via AI without permission.
Summarizing a complex article with AI to aid comprehension.	Using AI to answer quiz questions during an assessment.

Student Agreement

At the beginning of each academic year, students must:

- Acknowledge reading and understanding this policy.
- Agree to abide by the guidelines and best practices.

By signing this policy, you commit to using AI tools ethically and responsibly to enhance your learning.