



LLOYD WILLIAMSON
FOUNDATION

The Lloyd Williamson Schools Foundation

**ChatGPT/
AI Usage
Policy**

Introduction:

ChatGPT, powered by Artificial Intelligence (AI), is a programme that is designed to engage in natural language conversations, answer questions, provide explanations, and perform a wide range of language-related tasks. This policy uses the phrase ChatGPT / AI to denote any AI tool used to generate material as defined above.

This policy outlines the appropriate use of ChatGPT / AI at LWSF. Whilst we believe that ChatGPT / AI can facilitate learning, research, and communication, we recognise and acknowledge it must be used responsibly and ethically to ensure a safe and positive environment for all users including both staff and pupils. **We emphasise its role as a supplementary educational tool rather than a primary source for academic work.**

We believe the implementation of this ChatGPT / AI usage policy marks a significant step towards fostering a safe, inclusive, and innovative learning environment at LWSF. By providing guidelines for the responsible use of ChatGPT / AI, we aim to harness the potential of AI as an educational tool as well as addressing the challenges and risks posed by its use.

Our objective is to empower both students and teachers to use AI to enhance the learning process. However, we are clear about its limitations to the use of AI, and we value and encourage the teaching of critical thinking and the importance of the verification of original sources when using its responses.

Guidelines for Student Use:

- **Academic Assistance:** Students are encouraged to use ChatGPT / AI as a resource for academic inquiries, research, and learning. However, they must not solely rely on ChatGPT / AI for completing assignments or assessments. If used as part of a homework assignment, they should reference this. Teachers will engage pupils in conversation and classroom based assessment to ensure that students understand the material – this will be in the form of both regular formative and end of topic / term summative assessments.
- **Respectful Interaction:** Students should engage with ChatGPT / AI in a respectful and courteous manner. Any inappropriate or offensive language will not be tolerated.
- **Data Privacy:** Students must not share any personal or sensitive information with ChatGPT / AI.
- **Avoiding Harmful Content:** Students should refrain from requesting or engaging in discussions that promote violence, self-harm, or illegal activities.

- Coursework: No content is to be generated nor used for any coursework presented as part of an examination or assessment (both internal and external). Students should know that work copied from ChatGPT / AI can often produce incorrect answers, biased information, or fake references. LWSF teaching staff should regularly communicate the importance of independent work to all students*.

*See notes below regarding cheating in examinations.

Guidelines for Teacher Use:

- Supplementing Education: Teachers may use ChatGPT / AI to enhance classroom learning, provide additional explanations, and answer questions related to the curriculum. It is the teachers' responsibility to ensure that all material presented is fact-checked as correct.
- Safety Monitoring: Teachers should regularly review and monitor interactions between students and ChatGPT / AI to ensure compliance with the guidelines and address any concerns promptly.
- Encouraging Critical Thinking: Teachers should encourage students to think critically about the information provided by ChatGPT / AI and verify answers using credible sources.

To ensure students understand the responsible use of ChatGPT / AI, teachers will explore and explain its capabilities, limitations, and the importance of critical thinking when interpreting its responses in direct lessons as well as more general lessons like PSHE. Where appropriate, teachers will incorporate lessons on digital citizenship and media literacy, helping students discern credible information and verify answers obtained from ChatGPT / AI through reliable sources.

General Guidelines:

- Appropriate Use Only: ChatGPT / AI should only be used for educational purposes within the school premises or during authorised school activities.
- Citation and Attribution: Proper citation and attribution should be followed when using information obtained from ChatGPT / AI for research or general classwork or homework assignments (see notes above and below regarding coursework).
- System Limitations: Users should be aware that ChatGPT / AI may not always provide accurate or complete information and therefore should be verified before being submitted for assessment.

Consequences of Misuse:

Misuse of ChatGPT / AI, such as engaging in inappropriate behaviour, or disregarding the guidelines, may result in sanctions as per the school's code of conduct.

With specific regard to formal assessments and coursework for examinations, students who misuse ChatGPT / AI to generate work passed off as their own will be considered to have cheated and may be liable to sanctions. To be assessed fairly, all students must demonstrate their independent thinking, work, and attainment. Sanctions for misuse of work generated by ChatGPT / AI may include disqualification from the examination process.

Conclusion:

LWSF aims to create a safe and productive environment where students and teachers can responsibly utilise the capabilities of AI to enhance learning and research. We aim to prepare our students for a future where technology plays an increasingly pivotal role. We aim to create an enriching educational experience that embraces AI whilst maintaining our values and ethos.

LWSF will monitor students' interactions with AI to identify any potential misuse. Teachers should address concerns promptly, provide constructive feedback, and reinforce the importance of responsible AI use.

LWSF will encourage collaboration between teachers, parents, and school / examination administrators about the use of AI ensuring consistency in regulating its use across the school community.

LWSF will regularly review and update this policy to align with best practices and maintain a positive educational experience.

Written July 2023

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