

The Gryphon School

Use of Artificial Intelligence

Student Policy



“The important thing is not to stop questioning. Curiosity has its own reason for existing.”
— Albert Einstein

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Introduction

Artificial Intelligence (AI) tools, like ChatGPT or Google Gemini, are becoming a big part of our world. They're powerful, but just like any tool, they need to be used carefully. At The Gryphon School, our values of **Leadership, Integrity, Fellowship, and Exploration (LIFE)** guide us in how we use AI to help you (the students) succeed and learn responsibly.

This policy explains how you can use AI to support your learning, and what to avoid, especially when it comes to your schoolwork and qualifications.

1. What is AI and How Can It Help You?

AI tools are computer programs that can understand and generate text, images, and even code. They're like incredibly knowledgeable assistants that can help you with many tasks.

Good Ideas for Using AI in Your Homework & Coursework:

Think of AI as a **study buddy** or a **brainstorming partner**, not someone who does the work for you.

- **Revision and Understanding:**
 - Ask AI to explain complex topics in simpler terms.
 - Get it to summarise long texts or articles for you.
 - Generate practice questions or quizzes on a topic you're studying.
 - Create flashcards or study guides.
- **Brainstorming and Idea Generation:**
 - If you're stuck on an essay topic, ask AI for initial ideas or different angles to explore.
 - Generate outlines for essays or presentations.
 - *Remember: These are just starting points. Your own original thought and research must follow.*
- **Language and Grammar Checks:**
 - Use AI to check your spelling and grammar.
 - Ask for suggestions on how to rephrase a sentence to make it clearer (like a digital proofreader).
- **Exploring Concepts:**
 - Ask "what if" questions to deepen your understanding of a subject. Explore different perspectives on an issue.

2. Safe and Responsible Use: Your LIFE Guide to AI

Using AI responsibly means you're showing **Integrity** and **Leadership** in your learning journey.

- **Your Work Must Be Your Own:** The most important rule! Any work you submit for assessment must be your own original thinking and writing. AI tools are for *support*, not substitution.
- **Fact-Check Everything:** AI can sometimes make mistakes or "hallucinate" (make up) information. Always double-check any facts, figures, or sources that AI provides using reliable sources like textbooks, academic journals, or reputable websites.
- **Cite Your Sources (Including AI):** If you use AI as a source of information or inspiration, you *must* acknowledge it. This shows academic honesty and is required by The Gryphon School and exam boards like JCQ.
 - **How to Cite AI:** If you get information or ideas from an AI tool, you should state:
 - The name of the AI tool (e.g., "ChatGPT 3.5").
 - The date you accessed the content (e.g., "25/01/2023").
 - A brief explanation of how you used it (e.g., "used for initial brainstorming on essay topics" or "to summarise key points on photosynthesis").
 - **Keep Records:** It's a good idea to keep a screenshot or a copy of your prompt and the AI's response for reference.
- **Protect Your Privacy:** Never put personal or sensitive information (like your full name, address, or private details about your friends/family) into public AI tools.
- **Use Approved Tools:** If a teacher asks you to use a specific AI tool, or if the school provides one, please use that.

3. How NOT to Use AI (Avoiding Malpractice)

Using AI inappropriately is a form of academic malpractice, which can have serious consequences. This is about showing a lack of **Integrity**.

- **Do NOT submit work generated by AI as your own.** This includes copying and pasting sections or entire answers, even if you paraphrase them slightly. This is plagiarism.
- **Do NOT use AI to do your homework for you.** The purpose of homework is for *you* to learn and demonstrate *your* understanding.
- **Do NOT use AI to generate inappropriate, offensive, or harmful content.**
- **Do NOT use AI during exams or assessments unless explicitly permitted.** If the exam conditions allow internet use, you *still* must demonstrate that the final submission is your own independent work and thinking.

- **Do NOT rely solely on AI for answers without understanding them yourself.** If you don't understand the work, you haven't learned.

4. Consequences of Misusing AI

The Gryphon School takes academic integrity very seriously. Consequences for inappropriate AI use depend on the nature of the work.

4.1 For Normal Schoolwork (e.g., homework, class assignments):

If your teacher suspects you have used AI inappropriately:

- **Discussion and Warning:** Your teacher will speak to you about it. This is a chance for you to understand why it's a problem and how to use AI appropriately in the future.
- **Reworking the Assignment:** You may be asked to redo the assignment, ensuring it demonstrates your own learning.
- **Parental Involvement:** For repeated issues, your parents/carers may be informed.
- **Record on Arbor:** They may choose to record a negative incident on Arbor.

4.2 For GCSE / A Level Coursework and Other Formal Assessments (e.g., Non-Exam Assessments (NEA), Extended Projects, controlled assessments):

The rules for these are much stricter because they count towards your final qualifications. The JCQ states that submitting work that is not your own due to AI misuse is **malpractice**.

- **Serious Consequences:** If you are found to have misused AI in these assessments:
 - Your work for that component may receive a mark of zero.
 - You could be disqualified from the entire qualification.
 - You might be prevented from taking future examinations.
- **Formal Procedures:** The matter will be immediately escalated to your **Head of Year** and/or the **Examinations Officer**, who will follow formal school and JCQ malpractice procedures.

Remember, AI is a tool to help you learn and grow. By using it with **Integrity** and **Exploration**, you can make the most of its potential while truly developing your own knowledge and skills. If you have any questions about using AI, please speak to your teachers.

We will update this policy regularly to include any national / government guidelines. We will also upload useful information and resources relating to AI to the student portal support section:

[Support and Help Guides](#)