AI Policy – Anglo-Continental

Private English Language School – United Kingdom

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1. Introduction

Artificial Intelligence (AI) offers significant opportunities to enhance teaching, learning, assessment, and school operations when used responsibly. This policy sets out how AI may be used safely, ethically, and transparently in alignment with the school's educational mission, safeguarding responsibilities, and UK legal and regulatory expectations.

AI must support – not replace – professional judgement, teaching expertise, learner effort, and meaningful human interaction. Human Intelligence (HI) professional expertise, creativity, empathy, cultural awareness and interpersonal skills remain at the central core of successful language teaching.

Please note that AI assistance (ChatGPT) was used in the drafting and editing of this policy with human oversight and final reviews.

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2. Purpose

This policy aims to:

- provide a clear framework for lawful, ethical, and professional AI use
- support UK GDPR, the Data Protection Act 2018, safeguarding, and online safety obligations
- protect learner wellbeing, privacy, and academic integrity
- clarify acceptable and unacceptable AI use for staff and students
- promote AI literacy as a core educational capability
- support organisational readiness for emerging technologies
- align with external quality assurance and inspection expectations

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3. Definitions and Key Terms

Artificial Intelligence (AI)
Machine-based systems that generate outputs such as text, images, feedback, recommendations, or decisions based on patterns in data.

AI-assisted work
Work where AI tools are used to support thinking, planning, language development, or feedback, but where the final output is created and owned by the human user.

AI-generated work
Content produced primarily by an AI system with minimal human input or modification.

Disclosure of AI use
A transparent statement explaining how AI tools were used in the creation of work.

Generative AI
AI systems that create new content (e.g. text, images, audio, video) in response to prompts.

Hallucination
AI systems may confidently generate inaccurate, fabricated or misleading information. Users remain responsible for verifying outputs before relying upon them.

Human oversight
The requirement that a qualified member of staff reviews, evaluates, and takes responsibility for AI-supported outputs.

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4. Scope and Applicability

This policy applies to:

- all staff
- all students

It covers all forms of AI use, including:

- generative AI tools (e.g. text, image, or audio generators)
- AI features embedded in productivity platforms
- AI-enabled teaching, learning, assessment, and marketing tools

This policy should be read alongside existing safeguarding, data protection, online safety, acceptable use, and academic integrity policies.

5. Guiding Principles

All AI use within the school must adhere to the following principles:

- AI may inform decisions but must never replace professional judgement or institutional accountability
- Institutional AI adoption should be proportionate, evidence-informed and risk-aware
- AI use must be:
    - human-centred and supportive of learning
    - lawful, ethical, and transparent
    - in adherence to school safeguarding and privacy policies
    - subject to meaningful human oversight
    - fair, inclusive, and accessible
    - consistent with academic and professional integrity
    - proportionate and context-appropriate
    - reviewed regularly as technologies evolve

6. Roles and Responsibilities

The School's Management Team

- set and maintain guidance on when AI use is permitted, limited, or prohibited in assessed work
- ensure alignment with academic integrity, safeguarding, and quality assurance expectations
- review and update this policy regularly

Teaching Staff

- follow assessment guidance issued by academic management
- check with academic management if AI expectations are unclear
- guide students in ethical and appropriate AI use
- design learning activities that support AI literacy where appropriate

All Staff

- comply with data protection, safeguarding, and confidentiality requirements
- avoid entering personal, sensitive, or identifying data into AI tools
- apply professional judgement and human oversight to AI-supported work

Students

- use AI responsibly and in line with teacher instructions
- disclose when submitted work has been supported by AI
- remain responsible for all submitted work

Institutional AI Tools

- The school will maintain a list of approved AI tools (Attachment A)
- A more in-depth review of approved AI tools is available upon request
- New AI tools should undergo review before adoption, considering educational value, safeguarding, privacy, security, accessibility, contractual terms and legal compliance
- Staff wishing to introduce new AI tools should seek approval through management

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7. Data Protection, Privacy, and Safeguarding

- The following data must never be entered into AI tools:
    - Personal data
    - Sensitive data
    - Identifying data
- AI use must comply with UK GDPR and safeguarding requirements.
- Under-18s may only use AI tools approved by the institution and under appropriate staff guidance.
- Staff must immediately report any concerns relating to data misuse, safeguarding, or inappropriate AI outputs to their line manager. Safeguarding concerns involving under-18s must be reported immediately through the school's established safeguarding procedure, including to the designated safeguarding lead (DSL) or appropriate deputy.
- Some examples of reportable AI incidents include privacy breaches, biased outputs, hallucinations affecting learning, copyright concerns, safeguarding concerns and inappropriate student use.

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8. Wearable Technology and Smart Glasses

Anglo-Continental recognises that wearable technology, including smart glasses, may provide useful learning and accessibility features. However, such devices may also record audio or video, access information, translate speech or provide AI assistance without others being aware.

To protect privacy, safeguarding, academic integrity and the learning environment, the following rules apply to students, staff and visitors.

Classrooms and teaching activities

- Smart glasses and other wearable devices capable of recording or providing AI assistance must be switched off and put away during lessons, unless specifically authorised by management.
- Students must not use wearable technology to record, translate or receive AI-generated answers during lessons without permission.
- Ordinary glasses and approved assistive technology are not affected by these restrictions.

Tests and assessments

- Smart glasses and AI-enabled wearable devices must not be used during tests or assessments unless an exception has been formally approved.
- Students must follow all school assessment rules and any additional requirements set by examination providers.

Campus and communal areas

- Recording, photographing, live streaming or using wearable technology to capture or process other people's images or conversations is not permitted without appropriate school authorisation.
- Recording-capable devices must not be used in toilets, changing rooms or other designated private or safeguarding-sensitive areas.
- Students must respect the privacy and dignity of others at all times.

Exceptions and accessibility

Management may authorise exceptions for educational, medical or accessibility purposes following appropriate safeguarding and accessibility review. Approved arrangements must comply with applicable data protection requirements and must not compromise the rights or safety of others.

Breaches and concerns

Staff may ask students to stop using or put away a device where its use is not permitted. Concerns will be addressed through existing school disciplinary, safeguarding or data protection procedures, as appropriate.

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9. Intellectual Property and Copyright

The school recognises that intellectual property and copyright considerations apply to AI-assisted and AI-generated content.

- AI-generated outputs should not be assumed to be copyright-free.
- Staff and students are responsible for ensuring AI-supported materials do not infringe copyright or licensing conditions.
- Existing institutional intellectual property arrangements continue to apply to staff-created materials, regardless of AI use.
- AI tools must not be used to upload, reproduce, or substantially replicate copyrighted textbooks, exams, paid resources, proprietary materials, or similar.
- Marketing and public-facing content created with AI must be reviewed for originality, accuracy, and copyright risk.

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10. Student Use of AI: Assessed and Unassessed Work

Unassessed and Formative Learning

AI may be used, with teacher guidance, to:

- brainstorm ideas
- plan work
- practise language skills
- receive feedback
- provide explanations
- assist with revision

- support independent learning

Teachers may design activities that intentionally include AI use to support critical thinking, reflection, and AI literacy.

Assessed and Summative Work

- Academic management will provide guidance on when AI use is permitted, limited, or prohibited.
- Teachers must follow this guidance and consult academic management if unsure.
- Where AI use is not permitted, use of AI constitutes academic misconduct.
- Where AI use is permitted, students are encouraged to disclose how AI was used.
- Responsibility for the final submission always remains with the student.

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11. Disclosure of AI Use

Users are encouraged to include a brief disclosure statement when AI tools have been used, for example:

> "I used an AI tool to help me plan ideas / practise language / receive feedback. All final content and decisions are my own."

Disclosure supports transparency and learning and does not automatically imply misconduct.

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12. Academic Integrity and Misuse

Inappropriate use of AI includes:

- submitting AI-generated work as one's own where AI use is not permitted
- using AI beyond agreed limits in assessed work
- failing to disclose AI use where required
- using AI to bypass learning or assessment processes

Concerns will be referred to, and addressed through appropriate management channels.

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13. Staff Training and Support

The school will:

- provide guidance and professional development on ethical and effective AI use

- support teachers in designing AI-inclusive activities
- provide clear escalation routes via academic management for assessment-related questions

Staff are expected to engage with training and apply this policy professionally.

Appropriate staff uses of approved AI tools include lesson planning, resource creation, drafting administrative documents, professional learning and workflow efficiency. All AI-supported outputs require human review before use.

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14. AI Governance, Monitoring, and Continuous Improvement

Given the rapid development of AI technologies:

- this policy will be reviewed regularly
- staff and student feedback will inform updates
- revisions will be communicated clearly to all stakeholders

This policy is intended to be a living document that supports safe, ethical, and educationally sound AI use.

Implementation and AI Maturity

The school will continue to build AI capability through ongoing professional development, review of approved AI tools, monitoring educational impact, review of AI incidents, stakeholder feedback and periodic policy updates. Where institutional AI systems are introduced, appropriate consideration will be given to educational value, safeguarding, accessibility, privacy, security, legal obligations and potential risks before implementation.

Attachment A

AI Tools Quick Guide for Staff

Attachment to the Company AI Policy | Management approved

Traffic-light key

● **GREEN – Permitted:** Specified routine, low-risk tasks only; company AI rules still apply.

● **AMBER – Use with caution:** Only the specified low-risk tasks are permitted; other uses need approval.

● **RED – Restricted:** Do not use for company work without specific authorisation.

AI tool	Rating	What staff need to know
Canva	**GREEN**	Create teaching materials, presentations and visuals. Check copyright, images and accuracy. Do not upload identifiable student data without approval.
ChatGPT	**AMBER**	Use for lesson ideas, generic resources and drafting. Check accuracy and bias. Do not enter personal or confidential information.
Grammarly	**AMBER**	Use for general proofreading. Avoid confidential emails and student records. Follow assessment rules.
Claude	**AMBER**	Use for ideas, resources and drafting. Verify outputs. Do not enter personal or confidential information.
Microsoft Copilot	**AMBER**	Use for routine drafting and productivity. Prefer company-managed accounts. Check information-sharing permissions.
NotebookLM	**AMBER**	Use with public or authorised non-sensitive documents. Check summaries against original sources. Do not upload student records.
Otter.ai	**RED**	Do not record or transcribe company meetings without explicit authorisation and appropriate participant notification.

Ratings apply only to the limited uses described, especially where personal/free accounts are used. They do not approve every feature, integration or use.

Four rules for everyone

Protect data: Never enter identifiable learner or staff information, safeguarding details, confidential company information or passwords into personal AI accounts.

Check everything: Review AI-generated content for accuracy, bias, accessibility and suitability before use.

Remain accountable: AI must not independently make assessment, safeguarding, recruitment or other important decisions. Follow academic-integrity rules.

Ask when unsure: Check with your manager before using AI for a new purpose or with company information.

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