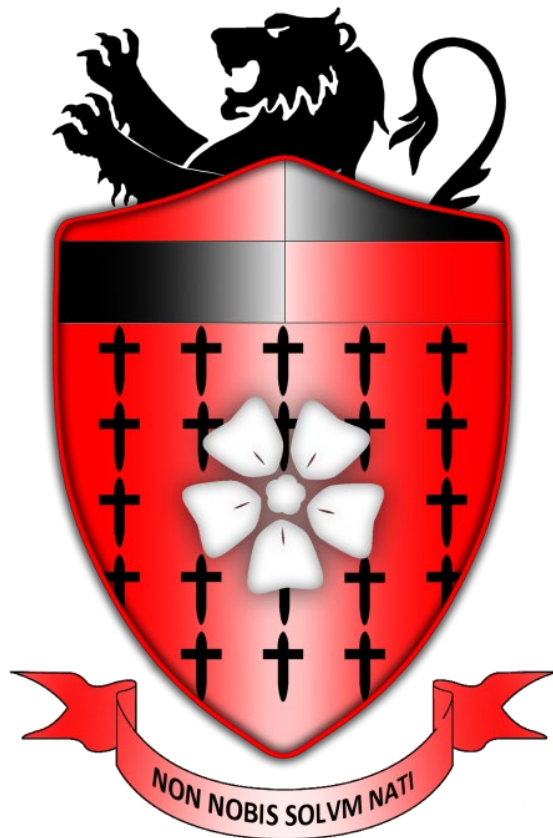


Hornsea School & Language College



Plagiarism & AI Policy

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1. Introduction

Artificial Intelligence (AI) technology is increasingly being used in educational settings, both by students and staff. While AI tools can provide significant benefits, including enhancing learning and administrative efficiency, their use must align with ethical guidelines, examination regulations, and academic integrity standards. This policy outlines the school's position on the use of AI in various contexts, including student work, staff activities, and school communications.

2. Scope of the Policy

This policy applies to all students, teaching staff, support staff, and administrators of the school. It governs the use of AI tools in:

- Academic work and examination preparation,
- Resource creation for lessons,
- School communications (emails, newsletters, etc.),
- Creation and review of school policies.

3. AI in Student Work for Assessment

3.1. Adherence to JCQ Regulations

The school recognises and adheres to the guidelines established by the **Joint Council for Qualifications (JCQ)** regarding the authentication and submission of student work for examinations. To ensure that AI does not compromise the authenticity of a student's work, the following measures are required:

- **Declaration of Authorship:** Students must declare the work submitted is their own, has been completed independently, and adheres to the rubric and requirements set by the exam board. This declaration also confirms that no unauthorised assistance, including the use of AI, was involved in the creation of the work
- **Proof of Authorship:** Students will be asked to provide evidence of the development of their work. This may include drafts, research notes, or records of the writing process.
- **Prohibited Use in Examinations:** In controlled assessments and examinations, the use of AI tools (such as generative AI or automated plagiarism checkers) is strictly prohibited. JCQ regulations require that all work must be completed independently unless collaborative work is explicitly allowed.

3.2. Plagiarism Detection and Turnitin Software

To safeguard academic integrity:

- The school uses **Turnitin** software to detect plagiarism in student-submitted work. All significant assignments, coursework, and essays must be submitted through Turnitin to ensure originality.
- **Student Awareness of Turnitin Use:** At the outset of any significant assignment or coursework, students will be informed that their work will be checked through Turnitin software. This ensures they are aware that the originality of their work will be scrutinised and encourages adherence to academic integrity from the beginning of the process.
- **Use of Turnitin for NEA and Coursework:** Students are required to submit drafts of their **Non-Examined Assessments (NEA)** or coursework to Turnitin prior to the final

submission. This process allows both students and teachers to identify any issues with plagiarism or improper use of AI early on, giving students an opportunity to revise their work in accordance with academic integrity standards. Teachers will provide feedback based on Turnitin reports to ensure compliance with ethical guidelines.

- **NEA and Coursework Declaration:** When signing the required **NEA or coursework declaration forms**, students are confirming that the work submitted is their own, has been completed independently, and adheres to the rubric and requirements set by the exam board. This declaration also confirms that no unauthorised assistance, including the use of AI, was involved in the creation of the work.
- **Consequences of False Declarations:** Students who sign the declaration for work that is knowingly created by AI or plagiarised will face penalties in line with **JCQ regulations** and exam board penalties. This may include disqualification from the specific assessment, the nullification of grades, or further disciplinary actions as determined by the exam board and the school. Staff will rigorously enforce these consequences to uphold academic integrity and fairness for all students.

3.3. Teacher Support for Validating Work

Teachers are responsible for ensuring the authenticity of student work. This includes:

- Regularly reviewing students' drafts and discussing their progress to verify that the final work is their own.
- Using in-class assessments, oral questioning, and individual discussions to assess a student's understanding of the submitted work.

3.4. Communication with Home Regarding Potential Plagiarism

When potential plagiarism, including the unauthorised use of AI, is identified in a student's NEA, coursework, or other significant assignments, the following procedure will be followed to ensure transparency and support for both the student and their parents/guardians:

- **Initial Teacher Review:** The teacher will conduct a thorough review of the Turnitin report or any other evidence suggesting plagiarism or improper use of AI. This will include verifying the originality of the student's work and consulting any drafts or progress notes the student has provided.
- **Student Discussion:** The teacher will meet with the student to discuss the findings, giving the student an opportunity to explain any flagged content or provide clarification. If necessary, the teacher may ask for additional evidence of the work process, such as research notes or earlier drafts.
- **Formal Communication with Parents/Guardians:** If the teacher determines that potential plagiarism or misuse of AI has occurred, they will formally communicate the issue to the student's parents or guardians. This communication will:
 - Clearly explain the nature of the concern and the evidence of potential plagiarism.
 - Outline the steps that have been taken, including the discussion with the student.
 - Provide details of the next steps, which may include resubmission of work, academic penalties, or further investigation depending on the severity of the case.
 - Offer support and guidance on how the student can address the issue moving forward, such as opportunities to revise their work or engage with academic integrity resources.

- **Escalation of Confirmed Plagiarism:** If, following investigation, an instance of plagiarism is confirmed, the teacher must share the details with the Assistant Headteacher (AHT) for Teaching & Learning, the Exams Office, and, where relevant, the Head of Sixth Form. This ensures that all stakeholders are informed, and appropriate actions, including potential exam board notifications, can be taken.
- **Follow-Up Actions:** Depending on the outcome of the investigation, further steps may be taken in line with the school's Positive Discipline or Sixth Form Code of Conduct, for example placing the student under supervised study to complete the task. Parents/guardians will be kept informed of any significant developments, especially if the case involves formal penalties under **JCQ regulations** or the school's internal disciplinary processes.

This proactive communication ensures that parents/guardians are involved early in addressing potential issues and that students are provided with the support and guidance needed to correct their course of action, while maintaining the integrity of the assessment process.

4. Use of AI in Lesson Resource Creation

4.1. Role of AI in Resource Development

Teachers may use AI tools to assist in the creation of lesson resources, such as:

- Generating quiz questions, lesson plans, or summaries.
- Drafting differentiated tasks for varied ability levels within the classroom.
- Summarising key material or content.
- Creating example answers and models to be used in lesson tasks.

However, it is essential that any AI-generated resources are:

- **Reviewed for Accuracy:** AI tools can sometimes produce inaccurate or misleading information. Teachers must critically review any AI-generated content to ensure it aligns with the curriculum and is factually correct.
- **Adapted for Pedagogical Value:** AI outputs should not be used as-is. Teachers must ensure that the materials meet the learning needs of their students and are pedagogically sound.

4.2. Ethical Considerations

When using AI to create resources, the following ethical guidelines should be observed:

- **Transparency:** Teachers should be transparent with students when AI has been used to assist in the creation of lesson materials.
- **Privacy:** When using AI tools that require input of student data (such as personalised learning platforms), teachers must ensure compliance with data protection laws. Any personal data input into AI systems must be anonymised unless explicit consent has been obtained.

5. AI in School Communications

5.1. Use of AI in Communication with Parents and Guardians

AI can assist staff in drafting school communications, such as newsletters or parent letters, but it must be used responsibly. Specifically:

- **Final Review:** All AI-generated communications must be reviewed by a staff member before distribution to ensure clarity, accuracy, and appropriateness for the school community.
- **Transparency:** The school should maintain transparency about its use of AI in communications, particularly when it involves personalized messages or responses.

5.2. Data Protection

In any instance where AI tools are used for communications, the staff must ensure compliance with the school's **Data Protection Policy**. AI systems must not process sensitive personal data unless authorized by the school's data protection officer.

6. AI in School Policy Development

6.1. AI-Assisted Policy Drafting

The school acknowledges that AI can be used to assist in drafting policy documents, including this one. However:

- **Context-Specific Customization:** AI tools may provide useful templates or suggestions, but policies must be tailored to the specific needs, values, and regulatory requirements of the school.
- **Declared Use of AI assistance:** Note must be made of the use and or source of AI information in the composition of the policy.
- **Human Oversight:** AI-generated drafts must be reviewed and edited by the appropriate policy committee or governing body to ensure accuracy, relevance, and adherence to legal and educational standards.

6.2. Accountability

AI is a tool, not a decision-maker. Responsibility for the content and approval of all school policies lies with the governing body and the senior leadership team. AI cannot replace human judgment or accountability in policy formulation.

7. Staff Training and Development on AI Use

The school will ensure that all staff members are well-equipped to use AI responsibly and effectively through comprehensive training programs. Staff training will include the following:

- **Turnitin User Training:** Teaching staff will receive training on how to use Turnitin for plagiarism detection, focusing on identifying potential AI-generated content in student submissions. This will help ensure that all staff understand how to validate the authenticity of student work.
- **GDPR and E-Safety Training:** To ensure compliance with data protection regulations, staff will be trained on the General Data Protection Regulation (GDPR) and best

practices in e-safety. This training will cover the ethical use of AI in handling student data and maintaining online safety when using AI-driven platforms or tools.

- **Exam Board Training on Ethical Practices:** Staff will participate in exam board-led training that focuses on ethical practices surrounding coursework, assessments, and examinations. This will include clear guidance on the JCQ requirements for ensuring the authenticity of non-examined assessment (NEA) submissions and preventing unethical AI use by students.
- **NEA Submission Guidance:** Guidance will be provided on how to handle non-exam assessment (NEA) submissions in compliance with JCQ guidelines, ensuring that staff can effectively validate student work and manage NEA-related assessments without the misuse of AI.

Through these targeted training programs, staff will be better equipped to manage the responsible use of AI within their roles, supporting the integrity of the educational process and safeguarding both student and school data.