2023 V3

AI Policy

Introduction
Whilst recognising that opportunities to enhance learning and teaching may emerge from the use of AI technologies, there are also concerns regarding negative impacts of this on student's learning and maintaining the integrity of the work produced. Debut Academy has therefore implemented this policy to provide guidance to staff and learners on this subject.

Definition of AI
AI stands for artificial intelligence. It is the science of making machines that can think like humans. It can do things that are considered 'smart'. AI technology can process large amounts of data in ways, unlike humans. The goal for AI is to be able to do things such as recognise patterns, make decisions and judge like humans. There are four types of AI:
- Reactive
- Limited Memory
- Theory of Mind
- Self-Aware

Aims of this Policy
The aims are to:
- To ensure that Debut supports their learners and staff to be AI-literate.
- To ensure staff are equipped to support learners to use AI generative tools effectively and appropriately in their learning experience.
- To set strict guidelines on using AI tools when generating work for their qualifications to ensure it meets Awarding Body standards, to ensure integrity is upheld and it is used responsibly.
- To ensure staff have meaningful conversations with learners regarding the practical and ethical considerations of using AI tools and why it is important work submitted must be their own and not produced solely by AI.
- To ensure staff make learners aware of the consequences and impact of using AI tools and attempt to pass off unedited AI generated work as their own – e.g. plagiarism.

Use of AI in Education & Training
Debut Academy does not uphold a ban on using AI but instead insist that these tools are embraced and used responsibly and ethically. AI (artificial intelligence) resources such as ChatGPT can be useful in several ways. However, it can also be abused if used as text directly copied or cited and not an individual's own work. GPT stands for Generative Pre-training Transformer. It is a chatbot that uses natural language processing to create humanlike conversational dialogue. The language model can respond to questions and compose various written content, including articles, social media posts, essays/assignments and emails.

What AI is good for
- Answering questions where answers are based on material which can be found on the internet.
- Drafting ideas and planning or structuring written tasks.
- Generating ideas for graphics, images and visuals.
- Reviewing and critically analysing written materials.
- Helping to improve grammar and writing structure – especially helpful if English is a second language.
- Experimenting with different writing styles.
- Getting explanations.
- Getting over writers' block.
- Text editing.

ChatGPT or similar tools may be utilised to assist learners with formulating answers to questions, assignments, online work and within workbooks provided they comply with the following:

1. The AI generated text is **not** used in its raw and unedited form and passed off as their own work.
2. The AI generated text is used **only** as a guide and for reference and research and the learner edits it and puts the information in their own words, adding additional text/explanations.
3. When a learner uses an AI tool they **must reference it** on their submitted work – detailing the AI tool that they have utilised.
4. Ensure that learners are aware that AI tools can get things wrong and **should not be relied on** for factual accuracy, only work well in subjects which are widely written about and less well in niche or specialist areas or perpetuate stereotypes, biases and western perspectives.
5. Tutors to ensure learners understand that fundamentally, over-reliance on AI tools can reduce opportunities for them to hone their writing, critical thinking and evaluation skills.

Consequences of using AI inappropriately
If a learner uses AI solely to produce their work and not limited it as a referencing tool then their work will not be marked and will be deemed as dishonest and in other words 'plagiarised'. Please refer to Debut's Academic Work Completion & Plagiarism Policy for further guidance, including any disciplinary action that may be instigated.
The learner will be given one further opportunity to complete their work again and be provided with a strict deadline for re-submission. The learner will also be required to cite the AI tool (if used) and ensure they make sure the subsequent submission of work is their own.

Responsibility and Authority

The organisation has ultimate responsibility for ensuring the guidelines set out in this policy are effective, robust and reviewed on a regular basis. As such the following senior members of staff will oversee the moderation and use of AI by learners and ensure integrity of work is maintained.

Charlotte McHiggins
Head of Teaching, Learning & Assessment
01268 560552
charlotte@debutacademy.com

Kailea Walsh
IQA & Quality Lead
01268 560552
kailea@debutacademy.com

Please refer to Debut's linked policies below for additional information regarding AI Use:

- Code of Conduct – Staff Policy
- Code of Conduct – Learner Policy
- Complaints Policy
- Counselling Policy
- Confidentiality and Disclosure Policy
- Disciplinary Policy
- Equal Opportunities & Inclusion Policy
- Induction Procedure – Staff Policy
- Induction Procedure – Learners Policy
- Internal Quality Assurance (IQA) Policy
- Internet Use Policy
- Learner Positive Behaviour Management Policy
- Mentoring – Staff Policy
- Mentoring – Learner Policy
- Observation of Teaching, Learning & Assessment Policy
- Quality Assurance Policy
- Teaching & Learning Policy
- Whistle Blowing Policy

Policy Revision

Issue 01 - Updated November 2023
Revision Date – November 2024