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RICHARD HUISH BEHAVIOUR POLICY

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1. INTRODUCTION

This policy outlines the intended use of Generative Artificial Intelligence (AI) by staff and students at Richard Huish College. AI is a powerful tool that can be used to support and enhance learning, writing, and research, but it is important that we use it ethically and responsibly both within the context of our college and with a view to the future.

At Huish, our commitment to providing exceptional education is at the heart of everything we do. As we embrace the transformative potential of AI, we remain focused on enhancing the learning experience for both students and staff, in line with our Huish Values. This policy sets out our approach to the responsible and effective use of AI technologies, ensuring they support our vision: to provide an exceptional, student-centred education, through a broad and wide-ranging curriculum.

2. ETHICAL USE OF AI

In addition to the acceptable uses outlined below (4.1), at Huish we are committed to promoting the ethical use of AI at our college. Our staff and students will be inducted and trained in the following themes:

- **Understanding AI:** We will strive to understand how AI arrives at its outputs and to explain this to staff and student users. This is intended to help users to critically evaluate the information generated by AI.
- **Equality and Diversity:** We acknowledge that AI models can perpetuate biases present in their training data. We will be mindful of this and will take steps to mitigate bias and discrimination in our use of AI. This may involve training on prompt construction and being critical of outputs that suggest or reinforce stereotypes and prejudices.
- **Transparency:** We should be open and honest about how and when AI is being used in our work.
- **Accountability:** The college is responsible for providing training for staff and students so that they understand the opportunities and limitations of AI use in their work. Individual staff and students are responsible for their use of AI, which should be in line with the principles set out in this policy.

3. DATA PROTECTION AND PRIVACY

- **Compliance:** All AI implementations must comply with relevant data protection legislation, including GDPR and the Data Protection Act 2018, as well as RHT's Data Protection Policy.
- **Data Minimisation:** Only data necessary for the intended purpose should be processed by AI systems, following the principle of data minimisation.
- **Data Protection Assessments:** Data Protection Impact Assessments (DPIAs) must be conducted before implementing any new AI system that processes personal data.
- **Consent and Rights:** Where appropriate, informed consent must be obtained for AI processing of personal data, and individuals must be able to exercise their data subject rights, including the right to access, rectification, and erasure.

4. EXPECTATIONS REGARDING AI USE

4.1 Staff

- Staff are responsible for using AI ethically and responsibly in accordance with this policy.
- Staff should be familiar with this policy and should model responsible use of AI to colleagues and students. They should also be aware of the potential for misuse and should take steps to prevent it.
- Teachers, tutors and assessors should provide clear guidance for students on the use of AI tools to support their learning.
- Considering the current capability limitations of AI tools, and in compliance with the Data Protection Act (2018), staff will not upload any student work or college information to any AI tools that have not been approved for use by the college.
- Where staff's professional judgment indicates inappropriate use of AI in student work, they should use agreed software (Turnitin) to investigate any instances of AI misuse and liaise with senior colleagues.

4.2 Students

- Students are responsible for using AI ethically and responsibly in accordance with this policy.
- Students should consult with staff if they are uncertain on appropriate AI use.
- Students should comply with staff direction regarding whether the support of an AI tool is permitted on specific tasks and seek confirmation where it is not clear. Assume that it is prohibited for producing written work unless instructed otherwise – note the use of AI to provide ideas or questions which a student responds to in their own words is acceptable.
- If AI use is permitted in their work, students should track their interactions with the tool and record this 'conversation' by copying and pasting the interaction into the end of the document as an appendix.
- Students must clearly reference any work that they have directly used from an AI source, as they would for any other source.
- AI tools should be included in references when submitting work. This should be done in the format required by your Awarding Body (staff will confirm this where appropriate).

5. RESPONSIBLE USE OF AI

At Huish, we encourage the use of AI by both staff and students to aid their work. It is important to be mindful that, as a user of AI, you play a part in creating the product. The prompts and refinements submitted by a user are utilised to improve the performance and accuracy of the responses provided.

In college, AI tools that have not been approved for use by staff and students are automatically blocked by our systems. New tools will be reviewed as staff and students request their use, and they will be approved or rejected for use in college in line with this policy. There are tools which will be permitted for staff use but not for student use due to age restrictions and other safeguarding factors.

5.1 Acceptable use

5.1.1 Students

- **Learning:** AI can be used to generate summaries of complex topics, answer factual questions, and provide different perspectives on an issue. This can help students develop a deeper understanding of the material.
- **Research:** Students and staff can use AI to help them research topics by gathering information, identifying sources, and formulating research questions.
- **Writing:** AI can be used to formulate ideas, check grammar and spelling, and improve sentence structure where explicitly permitted by the teacher, tutor or assessor.

Examples of prompts in line with these uses include: "Explain topics in 'a way that works for me'," "Help me brainstorm and explore ideas," "Help me study for an upcoming assessment," or "Provide feedback on my work for areas of improvement."

5.1.2 Staff

- **Teaching and Learning:** AI tools may be used to help develop materials and resources, aid lesson and task design, and where appropriate, aid marking and assessment activities. Outputs from AI must be checked for suitability and adapted using professional judgement.
- **Routine tasks:** Automating or streamlining routine tasks to increase productivity and accuracy and to reduce workload and time spent on repetitive administrative tasks.

5.2 Unacceptable use

5.2.1 Students

- **Plagiarism & cheating:** The college prohibits the representation of AI-generated text, images, or other content as your own work. Students must properly cite all sources including AI output, according to the requirements of the relevant Awarding Organisation, college policies, and only when explicitly permitted by the teacher, tutor, or assessor.
- **Inappropriate content:** AI should not be used to generate content that is discriminatory or illegal, and any output from AI must not be used in an offensive manner.

Examples include: not asking for permission to use AI tools, completing an entire task or assessment using AI, not reviewing work for 'hallucinations' or inaccuracies, creating deepfake videos, not tracking or citing work where AI has been utilised.

5.2.2 Staff

- **Teaching and Learning:** AI must not replace academic judgement in assessing, grading, feedback, or other reports that require professional judgement. AI generated materials should not be used to aid teaching and learning where they have not been checked and adapted for suitability.
- **Communication:** AI tools may be used to help draft communications with colleagues, students and parents, but these should always be reviewed, evaluated and personalised.

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5.3 Enforcement

Huish implements a number of methods which allow staff to review how and when students have completed homework, coursework or assignments to ensure that any AI use is ethical, responsible, and conforms to the college's policies.

Staff will provide further guidance when and if AI may be used for the work students will undertake during their time at college; if students have used AI, they will be expected to reference the prompts used and outputs generated. Unacceptable use of AI by students will be treated as a serious academic offence and may result in disciplinary action in line with our policies.

Staff will be alert to the possibility of inappropriate and/or uncited use of AI in students work, and will be aware that the following may indicate inappropriate use of AI in student work:
- Sentence structure and length which is not consistent
- Use of vocabulary which falls outside of the usual terminology used in the qualification
- Varying quality of work/varying skillsets within one body of work
- Inconsistent comparison with previous work
- Lack of references and direct quotes and citation
- Repetitive phrases or words
- Lack of clear judgment
- Lack of graphs and data tables where these would normally be expected

Where staff suspect that AI has been misused in student work, AI checking software can be used to help assess the likelihood of this in line with the Malpractice and Maladministration Policy.

5.4 Policy Violations

Violations of this policy will be addressed through existing conduct and disciplinary procedures for students and staff.

6. RELATED POLICIES

Malpractice and Maladministration Policy
Student Behaviour Policy
Student Code of Conduct
Staff Code of Conduct
Acceptable Use Policy
Data Protection and FOI Policy