

South Bank Academies: Generative AI Use Policy (2025–26)

1. Purpose

This policy sets out the principles, expectations, and operational guidelines for the responsible use of Generative Artificial Intelligence (GenAI) tools by staff, students, and support personnel at South Bank Academies. It supports the broader GenAI Strategy 2025–26 and aims to uphold ethical, safe, and educationally sound AI practices. It is also compliant with JCQ guidance on the use of AI in assessments and reinforces the need to preserve the integrity of qualifications.

2. Scope

This policy applies to:

- All teaching and support staff using GenAI tools in their professional practice.
- All students engaging with GenAI tools for academic purposes.
- Any third-party or partner organisation operating under or in collaboration with SBA.

3. Approved Tools and Platforms

Permitted platforms include:

- Microsoft Copilot
- ChatGPT-4 (licensed departmental use)
- Google Gemini for Education
- Khanmigo (Khan Academy)
- Custom GPTs developed via OpenAI/Azure for specific curriculum needs

Other tools may be approved following review by the Digital Strategy Lead.

4. Acceptable Use

4.1 For Teachers

- To plan, scaffold, and differentiate lessons aligned with curriculum intent.
- To generate formative and summative assessments (not used for final qualification assessment).
- To support feedback and marking, using AI-generated responses alongside professional judgment.
- To create and manage independent learning resources.

4.2 For Support Staff

- To automate repetitive administrative tasks such as letter generation, trip planning, or calendar coordination.
- To support multilingual communication and summarise key data insights.
- To assist with risk assessments and report production.

4.3 For Students

- To break down complex subject content into digestible formats.
- To practise knowledge recall through AI-generated quizzes and flashcards.
- To improve literacy, vocabulary, and academic writing with AI-assisted tools.
- To receive feedback on assignments and planning (without replacing original effort).

5. Restrictions and Safeguards

- **Formal Assessments:** Under JCQ regulations, GenAI must not be used for any formal qualification assessment tasks, including NEAs, coursework, or controlled assessments. Any use of GenAI must be appropriately acknowledged, and students must not submit AI-generated work as their own. Failure to comply constitutes malpractice.
- **Data Protection:** No student personal data (names, addresses, contact information, medical data, etc.) may be uploaded to GenAI platforms. Only anonymised identifiers (e.g. student ID) are permitted.
- **Plagiarism:** All work must be submitted via Turn It In. Students must not present AI-generated content as original work.
- **Bias and Misuse:** Staff and students must report any AI outputs that include discriminatory, harmful, or factually incorrect information.
- **Transparency:** Staff must clearly inform students when AI is being used in teaching or feedback. Students must cite AI use when appropriate in assignments.

6. Training and Literacy

All users will receive guidance and training on:

- Ethical prompt design
- Identifying AI bias and misinformation
- How to effectively integrate AI into study habits or teaching
- Legal and safeguarding responsibilities
- JCQ-compliant referencing and acknowledgement of AI use
- Ongoing CPD and support will be coordinated by departmental AI Champions and the Digital Strategy Lead.

7. Governance

- **Oversight:** The LSBU Group GenAI Working Group will provide governance, approve tools, and monitor implementation.
- **Monitoring:** Usage and impact will be reviewed each term through QA systems and feedback surveys.
- **Policy Review:** This policy will be reviewed annually or as required by technological or regulatory developments.

8. Breaches of Policy

Breaches of this policy will be handled under the appropriate SBA Conduct procedures.

- Staff breaches: Managed under HR/staff disciplinary policy.
- Student breaches: Handled under the student behaviour policy, including JCQ regulations on AI misuse and malpractice.

Examples of malpractice include:

- Submitting AI-generated content without appropriate referencing.
- Using AI during controlled assessments or NEAs.
- Falsely declaring work as original when AI has been substantially used.