



Bristol School of Acting Artificial Intelligence (AI) Use Policy

Purpose

This policy outlines the appropriate and ethical use of Artificial Intelligence (AI) tools within the school by both staff and students. The aim is to ensure AI technologies are used responsibly, transparently, and in compliance with legal and educational standards, including the UK General Data Protection Regulation (GDPR).

1. Staff Use of AI

Approved AI Tools

- Staff may use AI tools such as **GitHub Copilot**, **Microsoft Copilot**, or other approved platforms to support **lesson planning, resource creation, and administrative tasks**.
- The use of AI must always comply with **GDPR** and **school data protection policies**.

Guidelines for Use

- Staff **must not input personal data**, confidential student information, or any other sensitive data into AI tools.
- AI-generated materials must be **reviewed and edited** by the staff member to ensure accuracy, appropriateness, and alignment with curriculum standards.
- AI should **support**, not replace, professional judgement or pedagogical expertise.
- Any content created using AI remains the intellectual property of the school and must adhere to copyright laws.

2. Student Use of AI (KS5)

Permitted Uses



- Students may use AI tools (e.g., ChatGPT, Microsoft Copilot, Grammarly, etc.) to:
 - Help **plan or structure** their work (e.g., essay outlines, ideas for organisation).
 - Help **reword or refine** their own writing for clarity or grammar.
 - Seek explanations of topics they are studying, provided this complements—not replaces—their own learning.

Prohibited Uses

- Students must **not use AI tools to generate complete pieces of work** or assessments.
- Submitting AI-generated content as one's own is considered **plagiarism** and will be treated as a breach of the school's academic integrity policy.
- Students must not input **personal data** or any identifying information into AI tools.

Declaration of AI Use

If AI has been used for structure, rewording, or support, students must include the following statement at the end of their work:

AI Use Declaration:

"I used artificial intelligence (e.g., ChatGPT or similar tools) to help with the structure and/or rewording of this work, but all ideas and final content are my own."

Screening and Disciplinary Procedures

- Student work may be **screened for AI-generated content** using Google Classroom's detection software and manual review.
- If AI use is detected but **not properly declared**, the incident will be treated as **academic misconduct**.
- In such cases, the student may be **placed on the school's disciplinary matrix** in accordance with existing behaviour and academic integrity procedures.

3. Monitoring and Compliance



- The school reserves the right to review AI-assisted work to ensure compliance with this policy.
- Breaches of this policy may result in disciplinary action in line with the **disciplinary matrix** and school behaviour policy.
- This policy will be reviewed annually to ensure it reflects developments in AI technology, data protection law, and educational standards.