



Welshpool High School  
Ysgol Uwchradd Y Trallwng

*Raising Achievement By Raising Expectations*

*Codi Cyrhaeddiad Trwy Godi Disgwyliadau*

## Welshpool High School

# ARTIFICIAL INTELLIGENCE (AI) USAGE POLICY (STUDENTS - KS4/KS5)

Date of Implementation: March 2026

Next Review Date: March 2027

Signed .....  
Chair of Governing Body

Date 19/03/2026

Signed .....  
Headteacher

Date 19/03/2026

## **1.0 Purpose**

This policy explains how you, as a student at Welshpool High School, can use artificial intelligence (AI) tools in your learning. We want you to benefit from AI technology whilst maintaining academic honesty and developing your own skills and understanding.

## **2.0 Your Responsibilities**

### **2.1 Using AI Appropriately**

AI tools can help enhance your learning when used correctly. Acceptable uses of AI include planning your research and organising ideas for assignments. You may utilise AI assistance for checking grammar and spelling in your written work. If you are studying languages, AI can support your learning through vocabulary practice and basic translations. For mathematics, you may verify your solutions after attempting them independently. AI can also provide feedback on draft work, though you must revise and refine the work yourself. Additionally, you may use AI tools to help organise your study schedule and manage your academic planning.

### **2.2 What You Must Not Do**

To maintain academic honesty and ensure your learning progress, there are several prohibited uses of AI.

You must not submit any work that AI has created as if it were your own original work. Unless specifically permitted by your teacher, you may not use AI to complete homework or coursework assignments. It is forbidden to share any personal information about yourself or other students with AI tools. You must not use AI simply to avoid learning or understanding the subject matter. The sharing of AI tool login details with others is strictly prohibited. Furthermore, you must always be transparent about your use of AI tools with your teachers.

### **2.3 Being Honest About AI Use**

Transparency regarding AI usage is essential. You must inform your teacher whenever you have used AI in your work. This includes providing details about which AI tools you used and how they assisted you. For coursework, you should maintain a clear record of how AI contributed to your work. You should always be prepared to explain your work and demonstrate your understanding of the subject matter, regardless of whether AI tools were used.

### **2.4 Privacy and Safety**

Your privacy is paramount in all AI interactions. You should never input personal information into AI tools. Any concerns about AI tools should be reported promptly to your teachers.

## **2.5 What Happens If You Break These Rules**

Consequences for policy violations follow a clear progression. Your first violation will result in a warning and parental notification. A second violation will necessitate a meeting with your parents and lead to temporary suspension of your AI tool access privileges. Serious violations may result in your work receiving no marks. In cases of repeated violations, you may face additional disciplinary measures according to school policy.

## **2.6 Help and Support**

Support is readily available through several channels. The school will provide training to help you understand appropriate AI use. Your teachers are available to answer questions about appropriate AI use. Any concerns should be reported to Mrs Smith

## **3.0 CONTACT INFORMATION**

For policy questions or concerns: Mrs Deborah Smith

[debbie.smith@welshpool-hs.powys.sch.uk](mailto:debbie.smith@welshpool-hs.powys.sch.uk)

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