



ST JOHN'S COLLEGE

Artificial Intelligence (AI) Policy

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Artificial Intelligence (AI) Policy

1. SCOPE

- 1.1 This policy applies to both students and staff of the College. It provides guidance for the appropriate, responsible and ethical use of AI in all academic and administrative contexts.

2. CORE AI PRINCIPLES

- 2.1 Purposeful Use: St John's College recognises AI as a powerful educational tool that, when used thoughtfully, can support innovation, efficiency and engagement in learning and teaching.
- 2.2 Transparency: Students and staff must clearly acknowledge when and how AI tools have been used in any work or output.
- 2.3 Understanding limitations: AI-generated content may include errors, bias or outdated information. Users must exercise critical judgement when using AI tools and not leave anything to chance by not proofreading or reviewing AI-generated work.
- 2.4 Ethics and bias awareness: Users must remain mindful of ethical concerns, including bias in training data and the potential for misuse.
- 2.5 Balance: Students and staff should be aware of how AI impacts digital dependency. AI should assist and not replace human thinking, creativity and original work. Over-reliance on AI undermines growth and academic development.

3. RESPONSIBLE STUDENT USE OF AI

- 3.1 Students may use AI tools (text, image, audio, video, or code generation) when expressly permitted by a teacher and within the boundaries set by College Management and in line with Cambridge International Education (CIE) guidelines (See Section 7).



- 3.2 Permitted uses include:
- Brainstorming and generating initial ideas.
 - Drafting outlines with appropriate teacher guidance, where necessary.
 - Practising self-assessment using AI-generated feedback (where appropriate).
- 3.3 Students must not:
- Submit AI-generated work as their own; citations and references must be clearly indicated.
 - Use AI in assessments unless express permission is granted by the respective subject teacher.
 - Rely on AI for factual accuracy without verification.
 - Use AI to bypass the learning process.
- 3.4 Students must clearly indicate in their work where AI tools were used and describe their role in the creative process.
- 3.5 Use of AI is strictly prohibited in:
- Controlled assessments or examinations
 - Assignments requiring personal analysis, interpretation or reflection
 - Any instance where independent work is expected

4. ACADEMIC INTEGRITY AND AI MISUSE

- 4.1 St John's College upholds the highest standards of academic integrity. AI use that compromises originality, misleads teachers/assessors or is used to plagiarise, constitutes academic misconduct.
- 4.2 Examples of misuse:
- Submitting uncredited AI-generated content.
 - Copying or paraphrasing AI outputs beyond reasonable support.
 - Misrepresenting AI-assisted work as original thought.
 - Citing AI as a factual source without verification.
- 4.3 Students must treat AI like any other educational resource; helpful for support but never as a substitute for their own expression, understanding and skill.



5. AI MISCONDUCT

- 5.1 It is strictly forbidden to use AI for:
- Creating harmful, discriminatory or offensive content.
 - Circumventing security, privacy or College IT firewall systems.
 - Misleading teachers, peers or examiners.
- 5.2 Sanctions for misuse include, but are not limited to:
- Re-doing the work or receiving a zero mark.
 - Disciplinary measures aligned with the College's Code of Conduct (Categories C & D).
 - Reporting to examination bodies (e.g. to CIE for IGCSE/AS/A-Level coursework & examinations).
 - Parent/guardian notification.
- 5.3 Students may be required to sign "AI use declarations" for coursework or assessments, where applicable.

6. STAFF RESPONSIBILITIES AND GUIDANCE

- 6.1 Professional Role-Modeling
- Staff must model ethical and transparent AI use.
 - Teachers should demonstrate how AI can be used responsibly, while reinforcing that student work submitted for assessment must always reflect their own independent effort.
- 6.2 Acceptable Uses of AI by Staff
- Staff may use AI tools to:
- Support lesson planning and preparation of teaching materials.
 - Generate ideas, outlines, and draft resources (which must then be carefully reviewed and adapted). Assist with administrative tasks (e.g., scheduling, drafting notices, or summarising documents).
 - Provide practice questions, revision prompts, or feedback tools for students, provided these are checked for accuracy.
 - When writing academic reports, staff must not generate generic comments solely via AI. Report generation through AI tools can assist



with structuring comments but these must still reflect the individual's character and progress. Staff members should ensure that they curate comments that offer an accurate reflection of each student.

6.3 Restrictions and Prohibited Uses

It is strictly forbidden to use AI for:

- Creating harmful, discriminatory or offensive content
- Circumventing security, privacy or College IT firewall systems

Staff must not use AI to:

- Produce final teaching or assessment materials without reviewing for accuracy, appropriateness, and bias.
- Create or alter student marks, grades, or reports in ways that misrepresent student ability.
- Circumvent Cambridge International Education regulations by permitting or enabling student AI misuse in coursework or examinations.

6.4 CIE Alignment

- Staff are responsible for ensuring that students follow CIE's strict requirement that all assessed work must be the candidate's own unaided effort.
- Staff must verify the authenticity of student submissions and report suspected AI misuse as malpractice to College Management and, if required, to CIE.
- Teachers must ensure that any AI-assisted classroom activity is clearly separated from Cambridgeassessed tasks.

6.5 Accountability

- All AI use by staff should be transparent. If AI is used in the development of learning or teaching materials, staff should be prepared to disclose this upon request.

6.6 Data Protection

- In prompts or uploads to AI, staff must not include confidential, sensitive or personal information which relates to students, staff or the Trust. This may include, but is not limited to, information stored on data management or reporting systems, results data, or information shared by students, colleagues, parents or other stakeholders.



7. ADDITIONAL CAMBRIDGE INTERNATIONAL EDUCATION REGULATIONS

- 7.1 St John's College follows Cambridge International Education (CIE) regulations. In line with these regulations, it is important to note the following:
- All use of generative AI programs to conduct **initial** research, create text, images, sound or video or plan a project must be acknowledged in the work, and AI-generated material must be clearly referenced.
 - AI tools must not be used in coursework or examinations unless expressly permitted by CIE.
 - Work submitted to CIE must be the candidate's own unaided effort.
 - Any suspected AI misuse will be reported to Cambridge as a potential malpractice case.
- 7.2 Students must sign a declaration confirming the authenticity of their work, where required by CIE.
- 7.3 Staff are responsible for verifying student authenticity and monitoring for potential AI misuse during assessments.

