

Castle School of English

Artificial Intelligence (AI) Policy for Students

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1. What is AI?

Artificial Intelligence (AI) is technology that can create or help with things such as text, pictures, translations, ideas and answers.

Examples include ChatGPT, AI translation tools, grammar tools and other AI-powered apps.

AI can be useful for learning English, but it is important to use it in the right way.

2. How can I use AI to learn English?

You can use AI as a learning tool to help you practise and improve your English.

For example, you can use AI to:

- check your grammar;
- ask about the meaning of a word;
- practise conversations;
- practise English vocabulary;
- get examples of sentences;
- practise writing;
- help you revise;
- ask questions about English grammar; and
- get ideas for practising English.

Your teacher may also give you activities where you are allowed or encouraged to use AI.

3. When should I not use AI?

You must not use AI to do your work for you when your teacher has asked you to work independently.

You must not:

- give AI an assignment and submit its answer as your own;
- use AI to complete assessed work when your teacher has not allowed it;
- use AI during a test or exam unless your teacher has said that it is allowed; or
- pretend that AI-generated work is your own English.

Using AI to do all your work may stop you from improving your English and may also affect your assessment results.

4. What about homework?

Your teacher will tell you when AI can be used for homework.

Sometimes your teacher may ask you to use AI as part of a learning activity.

At other times, your teacher may ask you to complete the work yourself.

If you are not sure, **ask your teacher before using AI.**

5. Can I put my personal information into AI?

No.

You should not put personal or private information into AI tools.

For example, do not enter:

- your passport details;
- your visa information;
- your home address;
- your telephone number;
- private information about yourself or another student;
- medical information; or
- private information about your family.

If you need help with something, remove personal information before using an AI tool.

6. Remember that AI can make mistakes

AI does not always give the correct answer.

It can give:

- incorrect information;
- incorrect English;
- old information; or
- information that is not suitable for your situation.

Always check important information and ask your teacher if you are unsure.

7. AI and your English learning

AI should **help you learn English, not replace your learning**.

It is important that you practise speaking, listening, reading and writing yourself.

Your teachers are here to help you develop your English and become more confident using it in real-life situations.

8. If you use AI incorrectly

If a teacher believes that you have used AI in a way that is not allowed, they may ask you about your work.

You will have the opportunity to explain how you completed the work.

If you have broken the rules for an assessment or test, the School may deal with this under its Academic Integrity or Malpractice Policy.

9. Our main rule

Use AI to help you learn — not to do your learning for you.

If you are unsure whether you can use AI for a particular activity, **ask your teacher first.**

Our aim is to help you become a confident and independent English speaker.