

Castle School of English

Artificial Intelligence (AI) Usage Policy and Standard Operating Procedure

Policy Owner: Academic Manager

Applies to: All staff, teachers, students and other users of AI systems within the School

Version: 1.0 (April 2026)

PART A — ARTIFICIAL INTELLIGENCE (AI) USAGE POLICY

1. Purpose

This policy sets out how Artificial Intelligence (AI) tools may be used responsibly at Castle School of English.

AI can support teaching, learning, administration and staff development. However, its use must not reduce the quality of teaching, compromise assessment, put personal information at risk or replace the professional judgement of teachers and other staff.

The School is committed to using AI in ways that support:

- high-quality teaching and learning;
- learner independence;
- academic integrity;
- safeguarding;
- data protection and confidentiality;
- equality and fair treatment; and
- professional standards.

This policy supports the School's commitment to maintaining appropriate educational and professional standards and should be considered alongside relevant British Council requirements and guidance.

2. Scope

This policy applies to:

- all teaching staff;
- administrative and support staff;
- academic management;
- students;
- volunteers and other individuals working on behalf of the School; and
- AI tools used for School-related activities.

It applies whether AI is accessed through a School device, personal device, School account or other means when the activity relates to the School.

3. Definition of Artificial Intelligence

For the purposes of this policy, Artificial Intelligence refers to digital tools or systems that can generate, analyse, translate, summarise, recommend or otherwise assist with information or content.

Examples include, but are not limited to:

- text-generation tools such as ChatGPT;
- grammar and writing assistants;
- translation tools;
- AI-powered search and research tools;
- image, audio and video generation tools;
- lesson-planning and resource-generation tools; and
- AI systems incorporated into other software.

AI technology changes quickly. This policy therefore applies to the principles and responsibilities surrounding AI use rather than to a fixed list of specific products.

4. Principles for AI Use

AI may be used at Castle School of English where it:

Supports learning

AI should support students in developing their own knowledge, skills and language ability rather than replacing the learning process.

Supports teachers

AI may help teachers save time, generate ideas and adapt materials, but teachers remain responsible for the quality and appropriacy of anything used in class.

Protects privacy

Personal, sensitive or confidential information must not be entered into AI systems unless the School has confirmed that the tool and proposed use are appropriate and lawful.

Maintains academic integrity

Students must not use AI to present work as their own when this is not permitted.

Supports professional judgement

AI-generated information may be inaccurate, incomplete or inappropriate. Staff must therefore use their professional judgement and check AI-generated content before relying on it.

Is proportionate and appropriate

AI should only be used where it provides a genuine benefit and should not replace appropriate human interaction, professional judgement or safeguarding procedures.

5. Use of AI by Staff

5.1 Permitted Uses

Staff may use AI tools to support activities such as:

- generating lesson ideas;
- creating draft activities and worksheets;
- adapting materials for different levels;
- generating examples for classroom activities;
- brainstorming topics and discussion questions;
- supporting lesson planning;
- drafting routine emails and administrative documents;
- summarising non-confidential information;
- supporting professional development;
- generating ideas for staff training; and
- improving the efficiency of routine administrative work.

AI-generated teaching materials must always be reviewed and adapted by a qualified member of staff before being used with students.

5.2 Staff Responsibilities

When using AI, staff remain responsible for checking:

- factual accuracy;
- language accuracy;
- appropriacy for the student's age and level;
- cultural appropriacy;
- accessibility;
- copyright considerations;
- safeguarding implications; and
- whether the material is suitable for the intended educational purpose.

AI output must not automatically be treated as correct simply because it has been generated by an AI system.

6. Restrictions on Staff Use

Staff must not:

- upload personal or sensitive information about students, staff, host families or other individuals into AI systems;
- enter confidential School information into an AI system unless its use has been specifically approved;

- use AI as a replacement for professional safeguarding judgement;
- allow AI to make safeguarding decisions;
- allow AI to make disciplinary decisions without appropriate human review;
- use AI as the sole basis for decisions affecting a student's welfare or educational progression;
- use AI-generated material without checking it for accuracy and appropriacy;
- present AI-generated material as official examination or awarding-body content; or
- rely on AI to make decisions that should be made by qualified or authorised staff.

All teaching, assessment, safeguarding and student welfare decisions remain the responsibility of appropriately trained staff.

7. Use of AI by Students

7.1 Permitted Uses

Students may use AI as a learning support tool where appropriate.

Examples include:

- checking grammar;
- asking for explanations of vocabulary;
- generating additional practice examples;
- practising conversations;
- supporting revision;
- brainstorming ideas;
- asking for explanations of language points; and
- receiving feedback on their own work where the teacher permits this.

Teachers may set specific activities where students are encouraged to use AI as part of the learning process.

7.2 Restrictions on Student Use

Students must not:

- submit AI-generated work as their own;
- use AI to complete assessed work where this has not been permitted;

- use AI during tests or examinations unless specifically authorised;
- use AI to bypass the learning or assessment process; or
- misrepresent AI-generated work as evidence of their own language ability.

Teachers should clearly explain the expected use of AI for homework, coursework, tests and other assessed activities.

8. Academic Integrity and Assessment

The use of AI must not compromise the validity, reliability or fairness of assessment.

Where an assessment is intended to measure a student's independent ability, students must complete the assessment without unauthorised assistance from AI or other external tools.

Teachers should consider appropriate assessment design, including tasks that encourage:

- original thinking;
- personal responses;
- communication;
- interaction;
- application of language in context; and
- demonstration of the student's own ability.

Where AI misuse is suspected, the matter should be dealt with in accordance with the School's Academic Integrity / Malpractice Policy.

Students should be given clear and age-appropriate information about when AI use is permitted and when it is not.

9. Safeguarding

AI must not replace the responsibilities of trained staff in relation to safeguarding.

Staff must not use AI to:

- assess whether a student is at risk;
- determine whether a safeguarding concern is genuine;
- decide whether a safeguarding referral should be made;
- assess a student's mental or emotional wellbeing; or

- make decisions about child protection.

Any safeguarding concern must be dealt with through the School's established safeguarding procedures and reported to the appropriate member of staff.

10. Data Protection and Confidentiality

AI tools must be used in accordance with the School's Data Protection Policy and applicable UK data protection legislation.

Staff and students must not enter personal, sensitive or identifying information into AI tools unless the School has confirmed that the proposed use is appropriate and lawful.

Examples of information that should not be entered include:

- student names where unnecessary;
- addresses;
- telephone numbers;
- email addresses;
- passport or visa information;
- medical information;
- safeguarding information;
- financial information;
- confidential staff information; and
- confidential School records.

Where AI is used to assist with a task, information should be anonymised wherever possible.

11. Accuracy and Reliability

AI systems can produce incorrect, misleading or outdated information.

Staff must therefore check important information before using or sharing it.

Particular care should be taken with:

- legal information;
- immigration and visa information;
- safeguarding information;

- medical information;
- examination requirements;
- School policies;
- British Council requirements; and
- information relating to individual students.

AI must not be treated as an authoritative source where an official source is available.

12. Copyright and Intellectual Property

Staff and students should consider copyright and intellectual property when using AI-generated or AI-assisted material.

Staff should not assume that AI-generated content is automatically free from copyright restrictions.

Where third-party material is used, appropriate permission, attribution or licensing requirements must be followed.

13. Equality and Fair Treatment

AI must not be used in a way that unfairly discriminates against students or staff.

Staff should be aware that AI systems may reproduce bias or inaccurate assumptions.

AI-generated recommendations or information relating to individuals must therefore be reviewed by an appropriate member of staff before being used to inform any significant decision.

14. Training and Awareness

The School will provide appropriate guidance to staff on responsible AI use.

Training may include:

- appropriate use of AI in teaching;

- academic integrity;
- data protection;
- safeguarding;
- checking AI-generated information;
- assessment design; and
- emerging risks associated with AI.

Students will receive age- and level-appropriate guidance about responsible AI use.

PART B — INTERNAL STANDARD OPERATING PROCEDURE

15. Purpose of the SOP

This SOP explains how the School's AI policy should be applied in practice.

It provides staff with a consistent process for:

- using AI appropriately;
 - checking AI-generated content;
 - protecting personal information;
 - managing student use of AI;
 - dealing with suspected misuse; and
 - escalating concerns where necessary.
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16. Staff AI Use Procedure

Before using an AI tool for a School-related task, staff should consider:

Step 1 — Is AI appropriate?

Consider whether AI will provide a genuine benefit.

Step 2 — Does the task contain personal or confidential information?

If yes, do not enter the information into the AI tool unless its use has been specifically approved.

Step 3 — Generate or assist

Use the AI tool only for the appropriate purpose.

Step 4 — Check the output

The staff member must check the information for:

- accuracy;
- appropriacy;
- language level;
- bias;
- safeguarding concerns;
- copyright issues; and
- relevance.

Step 5 — Adapt where necessary

AI-generated material should be adapted to meet the needs of the specific class, student or task.

Step 6 — Professional responsibility

The staff member remains responsible for the final material or decision.

17. Student AI Use Procedure

Teachers should explain expectations before students use AI for learning or homework.

Where AI is permitted, teachers should make clear:

- what AI may be used for;
- what AI may not be used for;
- whether students need to identify or acknowledge AI use;
- whether the activity will be assessed; and
- whether the student's own work must remain identifiable.

Where AI is not permitted, students should be told clearly before completing the task.

18. Suspected AI Misuse

If a teacher suspects that a student has used AI inappropriately, they should:

1. Review the student's work and the assessment instructions.
2. Consider whether there is reasonable evidence of unauthorised AI use.
3. Discuss the matter with the student where appropriate.
4. Avoid making a decision based solely on the fact that the work appears unusually accurate or sophisticated.
5. Record relevant evidence where necessary.
6. Refer the matter in accordance with the Academic Integrity / Malpractice Policy.

Students should be given an appropriate opportunity to explain their work before a formal decision is made.

19. AI and Assessment

Before using AI in connection with an assessment, teachers should establish whether the assessment is intended to measure:

- independent student performance;
- collaborative performance;
- use of external resources; or
- controlled examination performance.

Where AI is not permitted, this should be communicated clearly to students.

Where AI is permitted, teachers should specify the acceptable use.

20. AI and Young Learners

Additional care should be taken when AI tools are used by students under 18.

Staff should consider:

- age appropriacy;
- safeguarding;
- privacy;

- the suitability of the AI tool;
- the type of information being shared; and
- whether students require additional supervision or guidance.

AI must not be used as a substitute for appropriate supervision or safeguarding procedures.

21. Safeguarding Escalation

If AI use identifies, generates or is associated with information that raises a safeguarding concern, staff must follow the School's normal safeguarding procedure.

Staff must not attempt to investigate or assess the concern using AI.

The concern should be referred to the appropriate Designated Safeguarding Lead or other authorised member of staff.

22. Data Protection Incident

If personal or confidential information is accidentally entered into an AI tool, the staff member should report the incident immediately in accordance with the School's Data Protection / Data Breach Procedure.

Staff should not attempt to resolve a potential data breach themselves without informing the appropriate person.

23. Monitoring

The Academic Manager and Senior Management Team will monitor the use of AI within the School.

Monitoring may include:

- staff feedback;
- student feedback;
- assessment concerns;

- safeguarding concerns;
- data protection incidents;
- changes in AI technology;
- changes in relevant legislation;
- British Council guidance; and
- emerging educational practice.

The purpose of monitoring is to identify risks and ensure that AI continues to be used appropriately.

24. Policy Review

This policy will be reviewed at least annually and sooner where necessary.

A review should take place following significant:

- changes in AI technology;
- changes to UK legislation or regulation;
- changes to data protection requirements;
- changes to British Council requirements or guidance;
- changes to assessment practice; or
- incidents involving inappropriate AI use.

Reviewed April 2026