



BRADFIELD COLLEGE

APPROPRIATE USE OF AI POLICY

This policy covers any AI tool, whether stand-alone products or integrated into productivity suites, e.g., Microsoft 365 and Google Workspace. This policy relates to all content creation, including text, artwork, graphics, video and audio.

There are situations and contexts within the school where you will be asked to use AI tools to enhance your learning and to explore and understand how these tools can be used. However, unless specifically instructed to do so by your teachers, you **cannot** use AI tools to generate content (text, video, audio, images) that will **end up in your coursework, homework, activities and responses**.

There are situations in which the use of AI is forbidden, and the tasks will be framed in a way that avoids using AI tools, such as working offline or under supervised conditions.

- Please ask your teacher if you need clarification or have questions BEFORE using AI for any assignment.
- You may use AI programs such as ChatGPT to help generate ideas and brainstorm. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. You should check and verify ideas and answers against reputable source materials.
- Large language models (LLMs) tend to make up incorrect facts and fake citations. Code generation models can produce inaccurate outputs, and image generation models can produce biased or offensive products. You will be responsible for any content you submit, regardless of whether it originally comes from you or a foundation model.
- You must indicate what part of the assignment was written or created by AI and what was written or created by you. You may not submit any work generated by an AI program as your own.
- The submission of AI-generated answers constitutes plagiarism and violates Bradfield College's Academic Honesty Policy. We reserve the right to use AI plagiarism detectors or our academic judgment to identify inappropriate uses of AI.

AI Misuse for Examinations

Our school abides by the JCQ Policy on AI Use in Assessments, which is summarised below:

*Student work submitted for assessment must be in their own words and not copied or paraphrased from another source such as an AI tool and must reflect their own independent work. Students **must** demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification.*

While AI is becoming a useful tool in the workplace, for the purposes of demonstrating knowledge, understanding and skills for qualifications, it is important students develop the knowledge, skills and understanding of the subjects they are studying and do not rely on AI. Students must be able to demonstrate the final submission is the product of their own independent work and independent thinking.

Students who misuse AI to the extent that the work they submit for assessment is not their own will have committed malpractice in accordance with JCQ regulations and could attract severe sanctions.

Examples of AI misuse include, but are not limited to, the following:

- *Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own*
- *Copying or paraphrasing whole responses of AI-generated content*
- *Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations*
- *Failing to acknowledge use of AI tools when they have been used as a source of information*
- *Incomplete or poor acknowledgement of AI tools*
- *Submitting work with intentionally incomplete or misleading references or bibliographies*

The following may indicate that a student has misused AI:

- *A default use of American spelling, currency, terms and other localisations.*
- *A default use of language or vocabulary which may not accord with the qualification level (though be aware AI tools may be instructed to employ different languages, registers and levels of proficiency when generating content).*
- *A lack of direct quotations and/or use of references where these are required/ expected (though some AI tools will produce quotations and references).*
- *Inclusion of references which cannot be found or verified (some AI tools have provided false references to books or articles by real authors).*
- *A difference in the language style used when compared to that used by a student in the classroom or in other previously submitted work.*
- *A variation in the style of language evidenced in a piece of work, if a student has taken significant portions of text from AI and then amended it.*
- *A lack of graphs/ data tables/ visual aids where these would normally be expected. j) A lack of specific local or topical knowledge.*
- *Content being more generic in nature rather than relating to the student themselves, or a specialised task or scenario, if this is required or expected.*
- *The unusual use of several concluding statements throughout the text, or several repetitions of an overarching essay structure within a single lengthy essay, which can be a result of AI being asked to produce an essay several times to add depth and variety or to overcome its output limit.*

AI Misconduct Policy

There will be consequences for breaking our trust in you to use and learn from AI tools responsibly.

- Any plagiarism or other forms of cheating will be dealt with under the Academic Honesty Policy.

- Bradfield College policy on plagiarism still applies to any improperly cited use of human work or submission of work by another human as your own.
- When it relates to NEA, pupils will be required to sign authentication statements, and any suspected misuse of AI will need to be reported to the relevant awarding body.

All cases of academic misconduct will be referred to the Academic Office.

A link to the JCQ policy is provided [here](#). A quick guide for pupils is available [here](#).

Document control	
Responsible for policy	NMB / JSE
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