



AI Use Policy

PURPOSE

This policy ensures that Artificial Intelligence (AI) is used responsibly by students at COA International. AI can support learning, but it must never replace a student's own thinking or independent work.

PERMITTED USE OF AI

Students may use AI tools for the following purposes:

- Conducting research and gathering background information.
- Exploring additional examples and explanations to deepen understanding.
- Seeking clarification of difficult concepts.
- Checking ideas or approaches before starting their own work.

AI should be treated as a learning aid – similar to asking a teacher for extra explanation – not as a replacement for doing the work.

PROHIBITED USE OF AI

Students must not use AI for:

- Completing teacher-marked assignments, end-of-module assessments, or any graded work.
- Copying or paraphrasing AI-generated answers as if they were their own.
- Producing essays, reports, or projects for submission.

Why not?

Assessments are designed to measure a student's own knowledge, skills, and progress. If AI is used to complete work, teachers cannot judge whether the student has understood the material, and students lose the chance to improve.

Most importantly, students will not be allowed to use AI in their exams. Therefore, they must not use it in teacher-marked work or assessments. These assessments are essential practice opportunities: teachers use them to guide students on how to improve their skills and achieve



higher marks in exams. **Using AI to submit assignments defeats the purpose of the assessments and does not help students prepare effectively for their examinations.**

ACADEMIC INTEGRITY

All submitted work must be the student's own. Using AI to produce teacher-marked work is considered academic dishonesty and will be treated in the same way as plagiarism.

SUPPORT AND RESPONSIBILITY

Students are encouraged to:

- Use AI responsibly as a study aid.
- Fact-check AI-generated information with reliable sources.
- Ask teachers if they are unsure whether AI use is appropriate for a particular task.

Teachers will provide guidance on the safe and responsible use of AI.

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Headteacher

Date Reviewed	Approved By
17 August 2025	Headteacher