

Harlow College: AI Guidance for Staff, Students, and Parents

At Harlow College, we are proud to be an Apple Distinguished School. Our 1:1 iPad programme and daily use of our Digital 15 apps help us deliver an outstanding learning experience. As technology evolves, Artificial Intelligence (AI) is becoming an important learning tool. This guide explains how we expect AI to be used responsibly to support students' learning and development.

What is AI and Generative AI?

Artificial Intelligence (AI): AI is when computers do tasks that normally require human intelligence, like problem-solving or understanding language. AI systems can also learn and improve over time (machine learning).

Generative AI: This special type of AI can create new content, like writing, images, or even computer code. Examples include:

- ChatGPT – writes text and explains ideas.
- DALL-E – creates pictures from descriptions.
- GitHub Copilot – suggests computer code.

Generative AI can help students:

- Simplify complex topics.
- Develop creative ideas.
- Improve grammar and writing.
- Practise self-assessment with tailored questions.
- Generate personalised revision material.

How Should AI Be Used at Harlow College?

Students should use AI to support their learning, not replace their own work. Examples of appropriate use:

- Getting ideas for a scenario or presentation.
- Asking for explanations of difficult concepts.
- Checking grammar in written assignments.
- Practising exam questions and revision.

Important: Students must always double-check AI outputs for accuracy, and make sure their final work is original and genuinely theirs.

Limitations of AI

Students must understand that AI:

- Does not "understand" information like a human does.
- Can make mistakes or invent facts.
- Cannot provide real, verifiable references.
- May reflect biases or stereotypes.

Therefore, AI should be used carefully, and human judgement is always needed.

How Not to Use AI

Students must always avoid:

- Asking AI to write full essays or assignments.
- Using AI to solve homework without understanding it.
- Submitting AI-generated work as their own without acknowledgement.
- Over-relying on AI and missing valuable learning opportunities.

Using AI incorrectly could be seen as academic misconduct and have serious consequences.

Guidelines for Using AI in Assignments

When students use AI:

- They must reference AI tools properly.
- They should clearly state where AI helped (e.g., brainstorming ideas, checking grammar).
- They should keep a record (e.g., screenshot) of how AI was used.
- They must follow college policies on academic honesty and privacy.

Note: Students must never share personal or sensitive information with AI tools.

AI Safety and Data Privacy

- Avoid entering private or sensitive information into AI tools.
- Understand each AI tool's data use policies.
- Follow college rules when using AI for projects involving data.
- Report any issues about data safety to college staff.
- Students under 18 must have parental consent to use some AI tools.

Final Notes

At Harlow College, we embrace new technologies like AI to enhance learning, develop creativity, and prepare students for the future. However, AI must be used ethically, responsibly, and thoughtfully. Students, staff, and parents working together will ensure AI is a positive force for growth and achievement.

For more information, advice, and updates, please visit the Digital Learning Team in the iHub at Harlow College.

<https://www.gov.uk/government/publications/generative-artificial-intelligence-in-education/generative-artificial-intelligence-ai-in-education>