



ARTIFICIAL INTELLIGENCE USAGE POLICY

Policy Statement

International House Manchester (IHM) is committed to providing a safe and supportive learning environment for its students. While acknowledging the benefits of using AI in education, IH is mindful of the challenges it can bring in areas such as safeguarding, ethical standards, and academic integrity. It has drawn up this document to help ensure a safe and supportive learning environment across its network.

Procedures

1. DATA USE

IHM prioritises responsible data use in all AI applications. We ensure any student data collected by AI-powered tools is used exclusively for educational purposes, with clear limitations on data sharing and strong anonymisation practices to protect student privacy.

2. ETHICAL USE

IH acknowledges the transformative potential of artificial intelligence in education, but also recognizes the ethical considerations that accompany its use. We commit to deploying AI tools in a way that upholds fairness, transparency, and student well-being. This includes ongoing evaluation for potential biases, clear communication about how AI is used, and ensuring human oversight remains central to the learning experience.

3. SAFEGUARDING AND SAFE INTERNET USE

IH recognises the importance of student wellbeing and safe use of the internet. Students should only use AI in a safe and responsible manner including adhering to age limitations laid down by AI providers. Teachers should educate students on the safe use of AI and internet.

4. USE OF AI FOR ACADEMIC PURPOSES

In recognition of the evolving technological landscape, IH encourages the responsible use of AI tools to enhance student learning. Students are permitted to leverage AI for tasks such as language practice, research assistance, and creative exploration. However, to foster critical thinking and academic integrity, all AI use must be transparently disclosed and appropriately integrated with original student work. Teachers will provide guidance on responsible AI practices and identify situations where independent student work is expected.



5. PLAGIARISM AND COPYRIGHT INFRINGEMENT

The use of AI must not result in plagiarism or copyright infringement. Students must understand the concept of plagiarism and be able to use AI ethically. Teachers and staff should educate students on how to use AI without violating any plagiarism guidelines and relevant copyright laws.