



**Student Agreement  
for the use of  
Artificial  
Intelligence**



RGS



# Student Agreement for the use of Artificial Intelligence

## Newcastle upon Tyne Royal Grammar School

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Please refer to the AI @RGS Student Guide to read more detail about RGS AI Values, use of Data in School, student integrity and appropriate use of AI.

Below sets out the basic principles and guidelines for using AI whilst studying at RGS, using school IT equipment and services.

This policy covers any generative 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.

### Appropriate Student Use of AI at RGS Newcastle

- You may not use AI tools to generate content (text, video, audio, images) that will end up in your homework, activities and responses **unless you are specifically told that you may do by your teacher.**
- 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.
- With regards to NEA (coursework) completion, you **may not use AI tools unless you are given permission by teachers.** If you have not been given this permission for a NEA task you may not use these tools. Such decisions will be made by the relevant Head of Department and will apply to all students who take the subject.

### Below are a series of key points to think about before using AI tools:

- 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. 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 tend to produce inaccurate outputs. 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.
- You must sign the AI policy below that you understand and agree to these policies.
- The submission of **AI-generated answers constitutes plagiarism and violates RGS Newcastle's student code of conduct.** We reserve the right to use AI plagiarism detectors or our academic judgment to identify unappreciated uses of AI.



## AI Misuse for Examinations

Our school abides by the JCQ AI Misuse Policy for examinations which is summarised below:

*AI tools must only be used when the conditions of the assessment permit the use of the internet and where the student is able to demonstrate that the final submission is the product of their own independent work and independent thinking.*

*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.*

## 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 school's policies.
- Your AI privileges may be curtailed, even when allowed in your coursework.
- RGS Newcastle's 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 Deputy Head Academic. A link to the JCQ policy is provided [here](#).