

Annex: Proper Use of Artificial Intelligence in Educational Programmes

1. Purpose

This Annex forms part of the online safety legal document and sets out expectations for the responsible, ethical and safe use of artificial intelligence (AI) within Performia's hybrid educational programmes. As AI tools increasingly form part of the learning environment, students and staff must use them in a way that supports learning, protects privacy, maintains academic integrity and reduces online safety risks.

2. Guidelines for Students

1. Understanding AI Tools:

- Become familiar with the AI tools used as part of the curriculum, including tutoring software, language translation tools and other approved learning technologies.
- Ensure awareness of how these tools function and their intended purpose.

2. Respecting Intellectual Property:

- Acknowledge the sources of any AI-generated content.
- Avoid using AI tools to produce work that misrepresents personal knowledge or understanding.

3. Data Privacy:

- Be cautious about sharing personal information when using AI applications.
- Ensure AI tools comply with data protection regulations and that no sensitive information is uploaded without permission.

4. Academic Integrity:

- Use AI tools to support learning, not replace it.
- Original work should remain the core of all assignments, leveraging AI responsibly to enhance understanding.

5. Feedback Mechanisms:

- Encourage reporting of any issues or misuse related to AI tools to staff.

- Participate in discussions regarding the effectiveness and challenges of AI usage in learning.

3. Guidelines for Staff

1. **Training and Familiarization:**

- Engage in professional development opportunities to better understand AI technologies available to students.
- Provide clear instructions and training to students on using AI tools effectively and ethically.

2. **Monitoring and Support:**

- Regularly monitor student use of AI tools and provide support where necessary.
- Address any concerns related to misuse or inappropriate use promptly.

3. **Creating a Safe Environment:**

- Foster an open environment where students feel comfortable discussing their experiences with AI tools.
- Encourage curiosity about the role of AI in education while addressing potential risks.

4. **Incorporating AI in Teaching:**

- Integrate AI as a tool to enhance lessons and facilitate personalized learning experiences.
- Promote discussions around the implications of AI technology, such as ethics and bias.

5. **Assessment and Evaluation:**

- Evaluate the effectiveness of AI tools in enhancing learning outcomes.
- Gather feedback from students about their experiences with AI to inform future improvements.

4. Compliance and Review

The proper use of AI in educational settings can enhance learning experiences where it is approached responsibly. Performia Academy will support ongoing education, monitoring and open dialogue about AI to ensure that it remains a beneficial learning tool while aligning with the organisation's online safety obligations.