



LEARNING WITH AI AT KIMBOLTON

Using AI with integrity, independence, and intellectual curiosity.

At Kimbolton School, we believe that understanding and using AI is a skill to be developed, not a shortcut to be taken.



We use with purpose: Every use of AI has purpose – to deepen understanding, explore ideas, or to improve our work. We do not use it to avoid thinking.



We are transparent: We disclose when and how we have used AI. Honesty about our process is as important as honesty in our own work.



We verify: AI is not an authority. We cross-check, question and take full responsibility for anything we submit.



We are independent: The ability to think, write, reason and create without AI are skills we actively protect and develop. Challenge is part of our learning.



We are safe: Personal data and confidential information are never shared with AI tools. These are machines, not something we can trust.

1 AI USE ALLOWED

AI is an active partner in this task. Use it to generate, structure, research, and refine – but stay in control: direct the work, evaluate your answers, and make it your own.

I CAN

- ✓ Generate ideas, plans and drafts with AI.
- ✓ Research topics and summarise sources.
- ✓ Prompt and refine what AI produces with my input.

I CANNOT

- ✗ Submit AI content without editing or reflecting upon.
- ✗ Hiding the AI tools or prompts used.
- ✗ Passing AI off as your own thinking.

2 AI FOR EDITING ONLY

You create the work; AI helps you polish it. Your content, argument, and ideas must be entirely your own. AI may only improve how they are expressed.

I CAN

- ✓ Check grammar, spelling and sentence flow.
- ✓ Ask AI to suggest vocabulary or improve clarity.
- ✓ Use AI to provide feedback on a draft.

I CANNOT

- ✗ Use AI to generate or develop your ideas further.
- ✗ Ask AI to rewrite whole paragraphs for you.
- ✗ Substitute AI feedback for your own judgement.



3 AI FOR LEARNING ONLY

AI can help you understand. But what you submit must come entirely from your own mind. Use AI to build knowledge, then set it aside and show what you can do.

I CAN

- ✓ Ask AI to explain a concept or worked example.
- ✓ Use AI to generate practice questions or quizzes.
- ✓ Explore a topic with AI before writing independently.

I CANNOT

- ✗ Use AI to plan, draft or edit work.
- ✗ Carry AI-generated phrasing into your work.
- ✗ Rely on AI to complete the work, for you to re-word.

4 NO USE ALLOWED

This task is yours entirely. No AI tool at any stage. Not for ideas, language, checking, or revision. This is where your independent strength is built and tested.

I CAN

- ✓ Use textbooks, class notes, and trusted sources.
- ✓ Ask a teacher, a friend or parent for guidance.
- ✓ Use a printed dictionary or thesaurus.

I CANNOT

- ✗ Use any AI tool – including grammar checkers.
- ✗ Use AI to generate revision material for this task.
- ✗ Paste or paraphrase any AI-generated content.

We use **Microsoft Copilot** because it combines powerful AI with strong levels of security, privacy and safeguarding.



HOW DOES THIS WORK WITH TEAMS?

1. Every Assignment will carry an AI guidance tag set by your teacher.
2. Your teacher may add a short note explaining which level applies and why. Read before starting.
3. If no guidance is shown, treat the task as a Level 4 (No AI Use Allowed) and check with your teacher.
4. For Levels 1 and 2 include an AI note with your work – what have you used, when, and how?

