



AI Policy

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Author	Authorised by	Version Number	Issue Date	Review Date
Emma Jayne Lavin	Emma Jayne Lavin	1	August 2024	September 2025

Everyday Lessons AI Use Policy and Procedures

1. Purpose This policy ensures that all students at Everyday Lessons complete their assignments, exams, and other coursework independently, without relying on artificial intelligence (AI) tools to generate answers or content.

2. Definitions

2.1. Artificial Intelligence (AI): Refers to any software, tool, or system that can generate text, answers, or content based on input or prompts provided by the user. This includes, but is not limited to, AI writing tools, chatbots, and content generators. An example would be Chat GPT.

3. Policy

3.1. Prohibition on AI Use: Students are not permitted to use AI tools to write, generate, or assist in the creation of any part of their assignments, exams, or other coursework. All work submitted must be the student's own effort.

3.2. Independent Work: Students are expected to complete all assignments, exams, and coursework independently, demonstrating their own understanding and skills. Resources such as books and websites can be used for reference but must be Harvard referenced. AI must not be used at any point.

4. Procedures

4.1. Awareness: All students will be informed of this AI Use Policy at the start of their course and will have access to it through the website * and the awarding body ICQ online system.

* www.everydaylessons.co.uk

4.2. Declaration: Students must declare that their work is their own and has not been generated or assisted by AI tools. This declaration may be required with each submission. This cannot be word of mouth; this must be documented using the sheet below.

Name :	Date	
I confirm that this work is entirely my own and has been submitted without the assistance of AI. Any resources,	Sign	

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such as books, have been properly cited using Harvard referencing.		
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4.3. **Detection:** Trainers and assessors will be vigilant in identifying work that may have been generated by AI. Suspicious submissions may be subject to further scrutiny, including oral assessments or additional questions.

4.4. **Investigation:** If a trainer or manager suspects a student has used AI to complete their work, an investigation will be conducted. The student may be asked to explain or defend their work through an oral assessment or written explanation.

4.5. **Consequences:** If it is determined that a student has used AI to complete their work, the following sanctions may apply:

- **Warning:** A formal warning and requirement to resubmit the work without AI assistance.
- **Failing Grade:** A failing grade for the specific assignment or exam.
- **Escalation:** Escalation to the owner, Emma Jayne Lavin, and any relevant awarding bodies, as well as funding providers and external organisations such as schools, where applicable.
- **Course Failure:** A failing grade for the entire course, depending on the severity of the breach.
- **Disciplinary Action:** Further disciplinary action, up to and including suspension or expulsion from Everyday Lessons.

5. Appeals

5.1. Students have the right to appeal any sanctions imposed under this policy. Appeals must be submitted in writing to Everyday Lessons at emma@everydaylessons.co.uk within 10 working days of the sanction being issued.

6. Review

6.1. This policy will be reviewed annually to ensure it remains effective and up-to-date with emerging technologies.

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