



The
Grammar
School
Nicosia



AI POLICY

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PERSON IN CHARGE: MR COSTAS
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1 Introduction

At the Grammar School Nicosia, we recognise the growing impact and potential of generative AI (GENAI) tools in education. However, as these tools are still evolving, this policy aims to ensure they are used responsibly, ethically, and safely; making sure that these tools will be used to support student learning and without compromising academic integrity as well as the student's ability to be original, think independently and actively engage their mind.

Our goal is to guide students and staff in using AI effectively and safely, while promoting originality, digital responsibility, and a strong learning ethic.

2 What Qualifies as AI

This policy refers specifically to generative AI (GENAI) tools—tools that can produce text, images, audio, or code based on user input. The following examples, according to [Common Sense Media's](#) AI assessment, may present low to moderate risk but still require careful use. These tools include ChatGPT, Gemini, Loora, and Khanmigo.

All users should understand that these tools are not always accurate and can sometimes generate false or misleading content.

3 Use of AI by Students

3.1 Academic Integrity

- Plagiarism is a serious offense. Submitting work generated by AI as your own without permission or proper credit is a breach of academic integrity.
- Using AI tools to cheat in tests, exams, or projects is strictly prohibited.
- AI-generated work should only be used when requested/allowed by the teacher and must be clearly identified and acknowledged.

3.2 Ethical Guidelines

- AI must **not** be used for unethical behaviour, including plagiarism, impersonation, or sharing of confidential information.
- AI may be used **only when permitted** by teachers, and solely to assist learning, not replace it.
- Students are responsible for checking the accuracy of AI-generated content.
- Never share personal or sensitive information with AI tools.

3.3 Student Responsibilities – General

1. AI tools must not be used for cheating plagiarism or any unethical behaviour
2. Students can use GENAI tools as a guidance but do not submit work generated by AI as their own. Anything generated from GENAI tools can only be used as a reference or practice.
3. GENAI tools can be used by students for schoolwork only if instructed by teachers in a manner that will assist them to understand and identify text that has been generated by AI.
4. When using GENAI tools for anything which is school related, they have the responsibility to cross check and confirm for accuracy.
5. Maintain confidentiality in your interactions with AI and do not disclose personal or confidential information about themselves or other people as the information are available in a public domain and accessible to other people.

3.3.1 Traffic Light System – AI Usage

The table below outlines acceptable and unacceptable uses of AI at our school. While not an exhaustive list, these examples aim to guide students in making responsible choices. All students are expected to follow the school's Code of Conduct and Discipline Policy.

Misuse of AI—including plagiarism or cheating—will be treated as a serious offence and addressed according to the Discipline Offence Chart outlined in the Discipline Policy.

Traffic Light Level	Example Use	Explanation
Red	Asking AI to write an essay based on your notes	This is a plagiarism. It's outsourcing the main task and is not acceptable.
Red	Editing an AI-written essay and submitting it as yours	Still considered plagiarism as the main thinking was done by AI.
Red	Passing off AI-written content as your own	Serious academic misconduct.
Orange to Red	Asking AI to provide statistics or evidence to back up your arguments	Needs care. AI often provides misinformation and things that don't even exist. Additionally, it is not easy to find out where its information comes from. Always search for sources.
Orange	Using AI to review your essay draft	<p>This would be a good way to use AI but should be used with caution.</p> <p>Firstly, it is important you put sufficient effort into the first draft - it should be something you would be happy to hand in to your teacher. Secondly, you must be confident that the AI is assessing your work using the same criteria that your teacher would.</p>
Green to Orange	Using AI to generate AI practice questions	This is a useful and acceptable way to use AI, but it might also be misleading . You need to be sure that the AI is asking the right questions and not making any mistakes. In some cases, the time you spend checking and correcting the AI might be better used doing something else.
Green to Orange	Researching with AI	Even though it looks easier to use a GENAI tool for research as in any search engine information must always be cross checked because it tends to give misinformation .
Green to orange	Translating texts (not for assessment)	Depends on the purpose. If this translation has been set by your German teacher to assess your understanding of German, then this is not acceptable. If, on the other hand, you have come across a source of information in another language that you think might be helpful for a research project then this might be an acceptable use.
Green to Orange	Using AI to create a presentation for you and give as a project for a Computers Presentation Lesson.	Like with translation this depends on the purpose. So, if the purpose of the project is to be evaluated on your knowledge on using presentation tools, then this is not allowed. Same holds if you will be evaluated on your research. But if you are evaluated on your presentation skills then this is acceptable.

Green	Practising a foreign language with AI	Useful for extra practice, but be aware of possible errors.
Green	Asking for essay structure ideas	Helps with outlining, not writing the essay itself. Writing the essay for you or you editing a generated essay is RED.
Green	Generating ideas around a topic. Like Brainstorming	This would be a good use of AI, particularly if you give it some detailed prompts.
Green	Generating ideas or prompts	This would be a good way to use AI as it may come up with ideas that you wouldn't have thought of yourself. The important thing is that you then use your own knowledge and understanding, or other sources of information, to evaluate the different ideas.
Green	Asking for help with tricky concepts	This is a good way to check how well you understand a topic because you can talk to the AI and ask it to explain things again or give different examples. But you should be careful when using it and always make sure to check your understanding with other sources, like your teacher.
Green	Getting summaries of long texts	Use is only as an initial research; to determine whether the longer texts are appropriate. As a second step you must revisit the relevant documents to read in depth as the summary may have missed important details of the paper.

4 Teacher Use of AI

Teachers are expected to maintain an ethical and responsible use of AI tools. Trainings on the proper, ethical, responsible and productive use of AI are ongoing, and all teaching staff will be receiving trainings on AI (ongoing). The trainings' purpose are not only done to help teachers learn how they can use the tools to make their lesson more productive, but also to be able to educate and inform their students on the proper usage of these tools.

4.1 Teacher Responsibilities

1. Transparent and honest use of AI – Acknowledge the extent of AI assistance.
2. Must not be used to impersonate individuals or organisations in a misleading and malicious manner – or generate content that is malicious unlawful, harmful.
3. AI must not be used to mark or help assess work without being transparent about it to Head of Department and students. Feedback to students must always be custom.
4. Staff must be aware of potential biases and inaccuracies of generative AI tools and inform students about these risks.

5. Whatever new information is obtained by GENAI tools must be cross checked and confirmed for how real it is.
6. All teachers must familiarize themselves with the guidelines about AI use and the potential of AI tools, since even if they don't use it themselves the students will be using it.
7. Any schoolwork aided/ generated by AI must go through the Head of Department to approve.

4.2 Training

Staff will be trained on:

- Safe and ethical use of AI
- How to integrate AI into teaching
- Risks and responsibilities in using GENAI tools

5 Legal, Privacy & Data Protection

Using GENAI tools can be helpful and fun but **also** can be destructive. Care must be taken on the usage of such tools and follow these strict guidelines:

- Do not share or enter personal or sensitive data into AI tools.
- Be aware that AI responses may be publicly available and not secure.
- The school takes data privacy seriously; all use must comply with School's data protection policies.

6 Link to School Policies and Strategy

This policy works alongside the Code of Conduct, Discipline Policy, and Data Protection Policy of our school. AI should be seen as a support tool—not a replacement—for creativity, critical thinking, and original work.

7 Policy Review

Due to the rapidly evolving nature of AI, this policy will be regularly reviewed and updated as necessary—even before the planned review period.