**Learner Agreement – Using AI responsibly**

Most recent update 10 September 2025

As part of our commitment to embracing innovation in education, we’re excited to support your use of AI tools. Whether you're using AI to brainstorm ideas, check your understanding or explore new topics, these tools can be powerful allies in your academic journey.

Using AI also comes with responsibilities. This agreement outlines how to use AI ethically and effectively—so that it supports your growth without replacing your own thinking.

You are expected to:

* ✅ use AI to **support**, not substitute, your learning
* ✅ be transparent when AI has helped shape your work
* ✅ think critically about AI-generated content
* 🚫 avoid using AI to **cheat**, **plagiarise**, or misrepresent your own efforts

|  |  |
| --- | --- |
| **Acceptable use** | **Unacceptable Use** |
| ✅ **Support your learning**  Use AI to brainstorm ideas, clarify concepts, or get feedback—not to replace your own effort | 🚫 **Plagiarism**  Submitting AI-generated work as your own without proper attribution is considered academic dishonesty |
| ✅ **Be transparent**  If AI helped you with a task (e.g., drafting, summarising, or solving), complete the learner declaration which your tutor will provide | 🚫 **Cheating**  Using AI to complete assessments, exams, or coursework intended to measure your independent understanding is prohibited |
| ✅ **Think critically**  Always review and evaluate AI-generated content. Don’t assume it’s correct, complete, or unbiased | 🚫 **Bypassing learning**  Relying on AI to do the thinking for you undermines your growth and can lead to gaps in knowledge |
| ✅ **Use approved tools**  Only use AI platforms that are permitted by your learning hub. If unsure, ask your tutor | 🚫 **Inappropriate content**  Do not use AI to generate or share harmful, offensive, or misleading material |

**🛡️ Consequences of Misuse**

Misuse of AI may result in:

* Academic penalties (e.g., resubmission, grade reduction, or disciplinary action)
* Loss of access to AI tools within the learning environment

Please read the following declaration and sign on the next page to confirm your agreement.

**Learner Declaration**

|  |  |  |
| --- | --- | --- |
| Learner name: |  | |
| Course/activity: |  | |
| AI Tool Used: | AI Tool Used: [e.g. Grammarly, copilot etc] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Purpose: | [Brief explanation of how AI supported the work] | |
| Attached Evidence: | [Screenshots or records of AI-generated content and prompts] | |
| Date of Use: |  | |
| Please tick the boxes below to confirm: | |  |
| I confirm that this work is my own | |  |
| I confirm that I have followed the centre’s policies regarding the use of AI | |  |
| I have not used AI tools to generate or paraphrase large portions of this work | |  |
| I have not submitted AI-generated content without clear acknowledgement | |  |
| I have not used AI to bypass the learning process or assessment requirements | |  |
| I have only used AI tools with tutor approval and in accordance with course guidance | |  |
| I understand that misuse of AI may be treated as malpractice and could result in sanctions | |  |

**I have read the guidelines and understand that any failure to comply may result in academic penalties.**

Learner name (block capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learner signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Some content and resources used in the development of this material were created with support from Microsoft Copilot, an AI tool. All content has been reviewed and adapted by education professionals to ensure accuracy, relevance and suitability for learners 20 August 2025.*