AI Policy for Students

At Celtic English Academy, we understand that Artificial Intelligence (AI) can be a helpful tool for improving your language skills. However, it is important to use AI in a way that supports your learning, without cheating or affecting your studies negatively. Here are the rules for using AI in your work:

YOU CAN'T USE ANY AI	**TESTS**	You **cannot** use AI in any of our tests. You must use your own knowledge and skills to show your ability.
YOU CAN USE A LITTLE AI	**BRAINSTORMING IDEAS**	You **can** use AI to help you in class and with homework for brainstorming, creating new structures or designs for your work.
YOU CAN USE SOME AI	**AI ASSISTED EDITING**	You can use AI to check the quality of your work to improve it. You MUST write all the work yourself and only use AI to improve things like grammar or spelling.
YOU CAN USE AI	**EMAILING & COUMMUNICATION**	You can use AI to write important emails to the Academic, Accommodation or Reception teams. However, many AI models have a problem with tone or emotion. Be careful when sending emails with AI as it may communicate a different meaning than you want. Keep it simple.

AI Policy and Advice for Students 2025

AI for Writing

AI can help you improve your writing, like checking grammar or suggesting better words. But it is important that you use AI to **learn** and **improve your skills**, not to do all the work for you.

DO - Use AI to **help** you with writing, like checking mistakes or improving sentences.

DO - **Always say if you used AI** in your writing. This means you should tell your teacher if AI helped with your essay or any other work.

DO NOT - **rely only on AI**. You must still do the writing yourself to improve your language skills.

AI in Tests

Placement and progress tests help us decide which class is best for you and what your strengths and weaknesses are. If you use AI to answer questions in a test, it may put you in the wrong class. This will not help you learn in the best way.

DO - Always answer the test based on what you know, so we can place you in the right class.

DO NOT - **Use AI** during placement tests or any other language tests.

Using AI in Emails and Messages

AI can be useful for helping you write emails or messages. But be careful, because sometimes AI may not understand your tone or the real meaning of your message.

DO - Use AI to help you **make your emails clearer**, **BUT** you must always **check** the message to make sure it says exactly what you want.

DO - Always make sure the AI **does not change the meaning** of what you are trying to say.

Follow Teacher Guidance on AI Use

Your teachers will give you clear instructions on when and how you can use AI for homework, projects, or other assignments. It is important to follow these rules carefully.

DO - **Always follow the teacher's advice** about using AI for your homework or other tasks.

DO - Use AI to help you learn, **BUT** it should not replace your own effort.

Celtic English Academy: Highbury House, 18 Park Grove, Cardiff, CF10 3BN, United Kingdom
Phone: +44 (0)2920 344805 | **Email:** info@celticenglish.co.uk | www.celticenglish.co.uk
Cardiff Language School Limited. Registered in England and Wales. Registration number 05627292.

VERSION: 18.02.2025

Conclusion

AI can be a **helpful tool** to support your learning at Celtic English Academy. If you **follow these rules**, it will help you improve your English skills in the right way. Remember, the goal is to learn and get better at English, and AI should always be used to help you do that.

If you are unsure about how to use AI, ask your teacher for help