



NEWTON
COLLEGE



International
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Partnership

Artificial Intelligence Use Policy Newton College

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Introduction

At Newton College, we value the responsible and ethical use of technology. As part of our commitment to fostering a safe and inclusive learning environment, this Artificial Intelligence (AI) Use Policy outlines the expectations and guidelines for the use of AI tools by students. AI tools encompass any software, applications, or platforms that use artificial intelligence or machine learning technologies.

We are committed to fostering a learning environment that prepares our students to thrive in an increasingly digital and technologically advanced world. Our policy on the use of Artificial Intelligence (AI) in education is designed to cultivate a student profile characterized by critical thinking, ethical awareness, and adaptive learning skills.

Our goal is to foster the following desired student profile:

Critical Thinkers: Students who can analyze and evaluate information from AI tools to make informed decisions.

Ethically Aware: Students who understand the ethical implications of AI, including issues of privacy, bias, and accountability, and can navigate these challenges responsibly.

Adaptive Learners: Students who are flexible and capable of leveraging AI to personalize their learning experiences, adapting to new tools and technologies efficiently.

Collaborative Innovators: Students who use AI to enhance collaboration and innovation, working effectively in teams to solve complex problems.

Lifelong Learners: Students who are prepared for continuous learning and development, utilizing AI as a tool for ongoing education and skill acquisition.

This policy aims to integrate AI in a manner that enhances educational outcomes while ensuring our students develop the competencies necessary to use AI responsibly and effectively in their academic and future professional lives.

I. Expectations of Use

Academic Purpose:

AI tools should be used for educational and academic purposes, as directed by teachers, or for personal enrichment within the curriculum's bounds. The use of AI as a tool in a purposeful, safe and ethical way is being promoted by Newton College according to this policy.

Responsible Use:

Students are expected to use AI tools responsibly and ethically, avoiding activities that may harm others or disrupt the learning environment. The use of AI in our school is related to and adds to the Newton College Academic Honesty Policy.

Appropriate Content:

Students should only use AI tools if it is allowed by law (age) or parental consent unless guided by a teacher in the classroom and after a conscientious risk assessment by the teacher. Its purpose is to access and create content that aligns with the school's policies and values, including respecting intellectual property rights, promoting inclusivity, and adhering to ethical standards.

Compliance with Policies:

Students must comply with all applicable school policies, including the Newton College Digital Safety Policy, the Behaviour Policy and the Academic Honesty Policy ([Appendix](#)).

II. Ethical Use of AI

The use of AI in the classroom and under the supervision of the teachers is being promoted at Newton College to foster a purposeful and ethical proficiency in using AI by our students. The ethical use of AI implies a safe and legal environment in its use and guidance by our trained staff.

Academic Integrity

The approach towards academic integrity will be further explained in the Academic Honesty Policy at Newton College. However, here are some amendments to that policy regarding AI.

a. Originality: Respect for Intellectual Property

Students must use AI tools in a manner that upholds academic integrity. All submitted work should reflect the student's own ideas and effort, without relying on AI tools to generate or modify content without proper attribution. Students must ensure all AI technologies used are properly licensed and respect intellectual property laws.

b. Plagiarism:

Plagiarism, whether intentional or unintentional, is prohibited. Students must appropriately cite and attribute any sources or AI-generated content used in their work, following recognised citation guidelines as directed by their teachers as explained in the Academic Honesty Policy ([Appendix](#)).

c. Collaboration:

Collaborative use of AI tools is permitted when explicitly authorised by teachers. In such cases, students must clearly acknowledge and attribute the contributions of all participants.

d. Citations Guidelines

Proper Attribution:

When using AI tools to access or create content, students must cite and attribute the sources they rely on, including any AI-generated content. Citations should follow recognised citation styles, such as MLA (Secondary) or APA (6th Form), as instructed by their teachers ([Appendix](#)). Refer to the following websites for further information on the proper citation rules:

- [How do I cite generative AI in MLA style?](#)
- [How do I cite generative AI in APA style?](#)

Transparency and disclosure:

If AI tools are used in creating academic work, students must indicate the use of AI technologies in their creation process.

Avoiding Bias and Discrimination

The school will safeguard measures to ensure AI algorithms are free from biases by including these aspects in curricular activities and using AI tools vetted and approved by the IT support team and the Innovations Team for potential biases related to race, gender, or other factors whenever used officially in class. Learning about potential bias and discrimination in the algorithms of AI tools is a skill our students will learn to avoid these issues in future use of AI tools.

III. Safe Use

Personal Safety:

Students must prioritise their personal digital safety and well-being when using AI tools. If any tool or application presents risks, discomfort, or disturbing content, they should immediately report it to their teacher or Head of Stage. Those tools will be analysed by the IT department and the Innovations team for their further use.

Privacy and Security:

Students should not share personal information when interacting with AI tools. They must protect their login credentials, avoid sharing sensitive data, and refrain from engaging in harmful or unauthorised activities. Only the login credentials provided by Newton College are to be used in the academic environment of our school when using vetted AI tools.

The use of AI tools specifically indicated by the school in their learning process will be done by following the guidance and instructions of the teacher.

All AI tools used at Newton College by students will previously pass an individual impact analysis and be vetted by the IT and Innovations Team beforehand.

IV. Consequences of Misuse

The goal of teaching the proper use of AI tools at Newton College will be a good use of these tools by our cohort. Students will learn how to use AI purposefully and ethically to meet our school's safe and responsible use expectations.


Violations of this AI Use Policy

This may result in disciplinary action, as determined by the school's Digital Safety Policy, the Behaviour Policy or the Academic Honesty Policy ([Appendix](#)). Consequences may include loss of privileges, academic penalties, and parental notification.

Legal Implications: Compliance with Laws and Regulations

Misuse of AI tools may also lead to legal consequences if it violates Spanish laws, including intellectual property rights, privacy, or harassment laws. Adhere to all local and international regulations regarding the use of AI and data protection. If in doubt, speak with the Innovations Team.

V. [Our approach](#)

At Newton College, we have created a simple guideline for all of our stakeholders to understand our approach to AI. Please relate to the following document for further information:  [AI-at-Newton-College.pdf](#)

VI. [Acknowledgement](#)

As a school, we acknowledge the availability of various AI-generated content detection tools, including TurnItIn, which is a recommended tool by the International Baccalaureate (IB.) We recognize the importance of academic integrity and the need to maintain high standards in our educational community. It has been proven that AI detection tools fail to offer a certain level of validity in determining whether a text is created by a human or a machine. Therefore, we will exercise our professional judgment to determine when and how they should be used, taking the specific circumstances and requirements of each academic situation into consideration and whether we guide further steps regarding the results of those detection tools. Our primary goal is to foster a culture of academic honesty and learning, with the responsible use of AI tools supporting our efforts in achieving that objective. We want to help our students to become proficient, critical and reflective users of AI tools, who understand the ethical implications of their use.




At Newton College, the professional judgment of teachers will have the final say in matters concerning the use of artificial intelligence and ensuring academic integrity. While guidelines and policies are in place to provide a framework, teachers will exercise their expertise to make informed decisions regarding the appropriate and responsible

use of AI tools, as well as to address any concerns related to academic integrity. Their judgment will consider the unique circumstances and requirements of each situation to uphold the highest standards of education and ethical conduct.

By using AI tools provided or authorized by Newton College, students and their parents or guardians acknowledge their understanding and acceptance of this AI Use Policy. They further agree to comply with all the expectations and guidelines outlined herein.

Newton College reserves the right to update or amend this policy as needed, and any revisions will be communicated to students and parents or guardians accordingly.

Appendix

Document promoter Santiago Ordejón Zuckermaier	Head of Innovations
Author: Santiago Ordejón Zuckermaier Date: February 2023	Head of Innovations
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