

Atlas AI Policy and Practice

Title: AI Policy and Practice

Owner: Academic Manager

Last Reviewed Date: 19 November 2025

Next Review Date: Nov-Dec 2026

Scope: The policy applies to the use of AI for teaching, learning and admin services in the Atlas group of schools.

Responsibilities and Accountabilities: The HR Department in collaboration with the Operations and Academic Departments in the Atlas centres are responsible for the effective, ethical and transparent use of AI in the schools.

Associated Policies and Supporting Documents:

[Academic Integrity Policy](#)

Using AI Tools in Practice

Artificial intelligence (AI) can be used at Atlas Language School to support effective teaching, learning, and administration, but must always be done so ethically and transparently. AI is considered a supportive tool, not a replacement for staff expertise or for the genuine learning that students achieve through practice and interaction.

We expect staff and students to understand the limitations of AI tools and to engage with them in principled ways. In common with other educational institutions, both ELE and HEI, it is important that staff and students appreciate that they should not use AI tools to generate an assignment, a piece of homework, a work task, including teaching materials, assessments and reports with the intention of presenting it as if it were their own work.

Generating ideas or content for teaching and learning materials

Tools such as ChatGPT can be used to generate ideas and/or content for teaching materials of any type - e.g., images, practice exercises, lesson plans, assessments. However, teachers must retain a critical analysis of any AI output, much as one would with any other text or materials, and be transparent about its use. Acknowledgement of AI use should reference the name of the tool and prompts used.

Drafting ideas and planning and structuring writing

Tools such as ChatGPT can be used to generate ideas and/or research, plan and structure writing, be it learner assignments, or admin reports, researching and drafting policy documentation and/or schedules. Students and staff may choose to do this as a way of interacting with their writing to get frequent intermediate feedback before finalising or submitting their work. However, the writer must retain a critical analysis of any such AI output, much as you would with any other text or materials you produce. If using AI with the intention of drafting ideas and to solve writing-related problems (i.e., as writing partner), you do not need to cite or reference the tool in your assignment or draft document.

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Automated Proofreading and Editing

Making use of AI-driven grammar and spell checking tools to help improve your writing is acceptable for assignments and all forms of draft teaching materials and draft documentation. If using AI tools to refine texts, you do not need to cite or reference the tool in your assignment or document.

Language Translation

All AI-generated translations will need to be verified before being shared, e.g., in emails, in feedback. If you use a translation tool for any purpose you should acknowledge use of the AI tool in your work, for example, “Google translate was used to translate...” However, over-reliance on AI tools to either generate or translate texts in order to complete assignments is not acceptable and will be treated as undermining the learning processes. See the [Academic Integrity Policy](#). AI tools should not be seen as a shortcut for learning.

Consequences of AI Misuse by Learners

If an Atlas teacher has reasonable grounds to believe that you have attempted to pass off AI-generated output as your own work, you can be asked to resubmit the assignment. If undeclared use of AI-generated is again reasonably suspected with the second attempt, you will not pass the assignment and will be assessed for the course on the basis of having not submitted the assignment in question.

Chatbot Communications

AI may also be used in the form of chatbots to support communication with existing or prospective students, provided they have the option of direct contact with staff, and such use is transparent.

Privacy

When using AI, staff must not input any personal, sensitive, or identifiable information about students, colleagues, or the school. The school takes privacy and safeguarding seriously, and any concerns about potential breaches (or inappropriate, inaccurate, or unsafe AI use) must be reported immediately to your Line Manager or the School Manager.

Where AI is used to support effective teaching or administration, this use should be transparent to line managers. Just as AI tools should not be used as a shortcut for learning by learners, nor should they be relied upon in administrative work as a shortcut for decision-making or record-keeping. Staff remain fully responsible for the accuracy, appropriateness, and quality of all materials, feedback, communications, or resources created with AI. AI outputs should always be reviewed, edited, and approved before use, whether in teaching or administration.

Atlas Language School will strive to review this policy annually to ensure it remains current with developments in technology, legislation, and education.