

Charlotte's Forest School



Responsible Use of Technology (plagiarism and AI) Policy

1. Policy Statement

As a training provider for Forest School and other outdoor learning qualifications, we are committed to maintaining the highest standards of academic integrity. This policy outlines our approach to preventing, detecting, and addressing plagiarism and unauthorised use of AI in the submission of work for Forest School and other Outdoor Learning qualifications. It applies to all learners, tutors and assessors involved in the qualification process.

2. Definitions

- **Plagiarism:** The act of presenting someone else's work, ideas, or intellectual property as one's own without proper acknowledgment. This includes copying text, images, data, or concepts from any source, including books, articles, websites, and other students' work.
- **AI Use:** The use of artificial intelligence tools to generate, paraphrase, or alter content for assignments, assessments, or any other assessed academic work. Unauthorised AI use refers to using such tools in a way that violates the integrity of the submission, such as generating work without proper human oversight or failing to disclose the use of AI assistance where it is permitted.
- **Assistive technology:** The use of AI based software to assist learners with additional needs or challenges to create and submit their own work, e.g. speech to write software.

3. Purpose

The purpose of this policy is to:

- Ensure that all submitted work is a true reflection of the learner's understanding and abilities.
- Promote a fair, honest and inclusive learning environment.
- Protect the integrity and value of the qualifications we deliver.
- Meet the requirements set out by our awarding bodies.

4. Scope

This policy applies to all learners enrolled in accredited training courses with the Trust, as well as to instructors and assessors who evaluate and provide feedback on learners' work.

5. Procedures

5.1 Prevention of Plagiarism and Unauthorised AI Use

- **Education and Awareness:**
 - Learners will receive training on what constitutes plagiarism and how to avoid it, including proper citation and referencing techniques.
 - Tutors will explain the appropriate use of AI tools, emphasising when and how they may be used and the importance of maintaining academic integrity.
- **Submission Guidelines:**
 - Clear guidelines will be provided to learners on the expectations for original work, including the necessity of citing all sources and disclosing any use of AI tools or assistive technologies.

- o Learners must sign a declaration of originality for each qualification, affirming that the work is their own.

5.2 Detection of Plagiarism and Unauthorised AI Use

- **Plagiarism Detection Tools:**
 - o Written assignments identified on marking criteria schemes will be checked using plagiarism detection software to identify potential cases of copied or unoriginal content and a PDF report generated and saved. A note will be made on assignment marking feedback stating percentage level of plagiarism detected.
 - o Tutors will review flagged sections of text to determine if plagiarism has occurred, considering factors such as missing citations or excessive similarity to source material.
- **AI Use Detection:**
 - o Tutors will be trained to recognise signs of AI-generated content, such as inconsistent writing styles, unusual phrasing, or lack of depth in responses.
 - o Random sampling of submissions may be subjected to additional scrutiny, including the use of AI detection tools.

5.3 Addressing Cases of Plagiarism and Unauthorised AI Use

- **Determination and Consequences:**
 - o Marking Tutors will request re-submission of assignments in which work is identified as being 10% or more plagiarised or 5% or more generated by AI.
 - o Consequences will vary depending on the severity of the offense and may include:
 - Requirement to resubmit the work with proper citations or without unauthorised AI use.
 - Non passing of the assignment.

5.4 Appeal Process

- Learners have the right to appeal any decision regarding plagiarism or unauthorised AI use.
- Appeals must be submitted in writing to the Trust within 10 working days of receiving the decision.
- The IQA will review the appeal and issue a final decision within 20 working days.

6. Responsibilities

- **Learners:** Must ensure that all work submitted is their own and properly cited and must disclose any AI tools used in the creation of their work.
- **Tutors:** Are responsible for educating learners about plagiarism and AI use, detecting potential violations, and enforcing this policy.
- **Internal Quality Assurer (IQA):** Oversees the implementation of this policy, investigates suspected violations, and coordinates the appeals process.

7. Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness and relevance. Feedback from learners, instructors, and assessors will be considered in the review process. Any changes to the policy will be communicated to all stakeholders.

8. Communication and Training

- This policy will be included in the learner handbook and discussed during orientation sessions.
- Tutors will receive training on the use of plagiarism detection tools and how to recognise unauthorised AI use.

9. Conclusion

Maintaining academic integrity is essential for the credibility of our accredited courses. This policy provides clear guidelines and procedures to prevent, detect, and address plagiarism and unauthorised AI use, ensuring that all learners are evaluated fairly and consistently.