

<Creative Academy>

<Artificial Intelligence (A.I) Policy>

Overview

AI policies are guidelines ensuring the ethical, safe, and compliant use of artificial intelligence. Key elements include defining AI usage scope, ensuring data privacy, establishing accountability, managing risks, and ensuring transparency (e.g., disclosing AI usage). These policies balance innovation with safety, preventing misuse and protecting data security.

Key Components of an A.I. Policy

- **Scope & Objectives:** Defining which AI systems are covered and the policy's purpose.
- **Ethical Principles:** Guidelines on fairness, bias mitigation, and preventing discrimination.
- **Data Protection & Privacy:** Protocols for handling confidential or personal data.
- **Accountability:** Assigning responsibility for AI-generated decisions and actions.
- **Transparency:** Disclosing when AI is used (e.g., identifying chatbots or AI content).
- **Safety & Security:** Mitigating risks of misuse and ensuring system reliability.

Key Focus Areas for Implementation

- **Compliance:** Adhering to regulations like the [EU AI Act](#), which mandates identifying AI-generated content.
- **Usage Guidelines:** Allowing students to use AI, but setting clear rules on what is permissible.
- **Risk Management:** Assessing and monitoring AI tools for potential legal or reputation issues.

Creative Academy AI Policy

At Creative Academy, we recognise the power and potential of artificial intelligence (AI) as a tool to support learning, enhance creativity, and improve the way we work. We actively encourage the responsible use of AI to assist with research, idea generation, and productivity, while also exploring its role in education and the creative industries. However, we are equally aware of the reputational, legal, and ethical risks associated with the misuse of AI technologies. This policy sets out expectations for both staff and students, ensuring that all members of the Creative Academy community use AI safely, responsibly, and professionally.

AI tools and platforms covered by this policy include, but are not limited to; generative AI systems (e.g., ChatGPT, Co-pilot, Perplexity), image and video generation tools (e.g., DALL·E, MidJourney, Stable Diffusion), AI-assisted editing platforms, translation tools, automated transcription services, and other emerging technologies. It does not cover the personal use of AI tools outside the scope of Academy activities.

1. Purpose

This policy ensures students use generative AI tools (e.g., ChatGPT, Co-pilot, perplexity) in ways that enhance research and creativity without undermining academic integrity or artistic originality. It applies to all assessed work, including personal projects, dissertations, mood books, essays, and presentations.

2. Traffic-Light Guidance

Category	Usage Allowed	Conditions / Requirements
<p>● Green – Encouraged & Permissible</p>	<ul style="list-style-type: none"> - Research support (finding sources, summarising literature, creating annotated bibliographies) - Planning aids (project timelines, rehearsal schedules) - Generating ideas for choreography, staging, dramaturgy - Language support (proofreading grammar, improving clarity) 	<p>All use must be acknowledged in an AI Usage Statement at the end of your work and referenced in Harvard style. Always verify AI-generated information before use.</p>
<p>● Amber – Use with Caution</p>	<ul style="list-style-type: none"> - Drafting sections of mood books, essays, or presentations as a starting point - Generating creative prompts (dialogue, lyrics, movement ideas) - Outlining dissertation structure or presentation slides 	<p>Must be substantially rewritten in your own voice and critically evaluated. All AI contributions must be explicitly declared and Harvard referenced.</p>
<p>● Red – Prohibited</p>	<ul style="list-style-type: none"> - Writing entire essays, dissertations, or reflective pieces using AI without personal input - Producing complete mood books, project reports, or presentations entirely via AI - Passing off AI-generated creative or analytical work as solely your own 	<p>Doing so is academic misconduct and may result in penalties under the University's Academic Integrity Policy.</p>

3. Declaration of AI Use

At the end of each submission, students must include:

1. AI Usage Statement — A short paragraph stating:

- Which AI tools were used
- For what purpose (e.g., “to summarise articles”, “to generate choreographic prompts”)
- How the output was adapted or verified

Example:

AI Usage Statement: I used ChatGPT to generate initial research summaries for three journal articles on Martha Graham. I cross-checked all information against original sources and rewrote the content in my own words.

2. Harvard Reference — If quoting AI output directly, cite it in-text and in the reference list:

OpenAI (2025) ChatGPT [online]. Available at: <https://chat.openai.com/> (Accessed: 11 August 2025).

4. Why This Matters

AI can accelerate research and support creativity, but your learning and artistry depend on critical thinking, personal interpretation, and embodied practice. The aim is to use AI as a collaborator, not a ghost-writer.

Reviewing this statement or policy

This policy or statement will be annually reviewed to ensure it is fit for purpose, up to date and effective. Student representation will be part of the process to ensure that it is fair and clear. Any changes will be uploaded to the website, ensuring that it is accessible to prospective and current students. For general enquiries and/or complaints regarding this statement, please contact the Creative Academy using the information below:

- By phone - 01753 875400
- By email - info@creativeacademy.org
- By post - Creative Academy, 73a Stoke Poges Lane, Slough, Berkshire, SL1 3NY
- By website - using the contact us page on www.creativeacademy.ac.uk
- For complaints - please see the complaints process on the website