



English Path

› 891 Greenford Rd,
Greenford, London,
United Kingdom
UB6 0HE
› +44 (0) 207 539 3548
› info@englishpath.com
› www.englishpath.com

“To create the world’s most accessible and innovative language school that changes lives through education.”

English Path Global AI Policy

Version History

Document Title	Version	Author	Status	Number of pages
AI Policy	1	Juliette Synnott-Lee	Approved	8
Date first published	Date approved	Approved by	Last review date	Next review date
04.06.2025	04.06.2024	Mike Summerfield Managing Director	-	04.06.2026

Introduction

This policy outlines English Path’s approach to the ethical and effective use of Artificial Intelligence across all campuses. It supports academic integrity, learner protection, and innovation, while ensuring compliance with international accreditation standards. The policy applies to all staff, students, and AI systems used in academic, administrative, and operational contexts.



“
To create the world's most accessible
and innovative language school that
changes lives through education.
”

Contents

1. Purpose 3

2. Scope 3

3. Definitions 3

4. Responsibility 4

5. Policy and Procedure 4

 5.1 Acceptable Use of AI 4

 5.2 Student-Facing AI Applications 5

 5.3 AI Use by Students 5

 5.4 Referencing AI Use: 5

 5.5 Staff Use of AI Tools 6

 5.6 Incident Management and Breach Protocols 6

6. References and related policies 6

7. Forms 6

8. Policy review 6

9. Appendices 6

Appendix A. AI Tool Risk Assessment Form 7



English Path

› 891 Greenford Rd,
Greenford, London,
United Kingdom
UB6 0HE

› +44 (0) 207 539 3548
› info@englishpath.com
› www.englishpath.com



*To create the world's most accessible
and innovative language school that
changes lives through education.*



1. Purpose

This policy outlines how Artificial Intelligence (AI) may be used at English Path to enhance learning, teaching, and operations in a responsible, ethical, and transparent way. It ensures that all AI use supports learner protection, academic integrity, and compliance with international ELT accreditation standards. It provides clear guidance for staff and students on acceptable AI use and sets standards for governance, risk management, and digital literacy across all EP campuses.

2. Scope

This policy applies to all staff, students, and contractors at English Path locations globally. It covers any use of AI systems or tools within academic, administrative, or operational contexts, including generative AI (e.g. ChatGPT), adaptive learning platforms, and automated assessment or support systems.

It applies to both institutional use of AI and the use of AI tools by students and staff in their day-to-day work or studies.

3. Definitions

Artificial Intelligence (AI): Technology that enables machines to perform tasks normally requiring human intelligence, such as learning, reasoning, decision-making, or content generation.

Generative AI: A type of AI that creates new content, such as text, images, or video, based on prompts (e.g. ChatGPT, Google Gemini, DALL·E).

AI-Enabled System: Any platform or tool that uses AI components to automate, personalise, or enhance functions such as assessment, scheduling, or support services.

Academic Integrity: The principle of honesty and fairness in learning and assessment. Undeclared or inappropriate use of AI in coursework may be considered misconduct.

Bias: Unintended, systematic errors in AI that result in unfair outcomes for certain groups or individuals.

Data Protection Impact Assessment (DPIA): A formal assessment used to identify and minimise data protection risks in new or high-risk technologies.

High-Risk AI Use: AI applications that may affect student outcomes, privacy, safety, or wellbeing—such as those used in assessment, behaviour analysis, or admissions.

AI Literacy: The ability to understand and responsibly use AI tools, recognising their capabilities, limitations, and ethical considerations.



English Path

› 891 Greenford Rd,
Greenford, London,
United Kingdom
UB6 0HE

› +44 (0) 207 539 3548
› info@englishpath.com
› www.englishpath.com



*To create the world's most accessible
and innovative language school that
changes lives through education.*



4. Responsibility

All staff and students are responsible for using AI tools ethically and in accordance with this policy.

Senior Leadership Team

- Endorses the policy and ensures strategic oversight of AI use across campuses.

Academic Management

- Reviews and approves AI tools used in academic delivery to ensure pedagogical integrity.

IT Department

- Maintains a register of AI systems, ensures technical and data compliance, and leads risk assessments.

Campus Academic Managers / Directors of Studies

- Ensure that teachers are trained to use AI tools appropriately in teaching and learning contexts.

All Staff

- Complete AI training.
- Use AI tools responsibly and report any misuse or risks identified.

All Students

- Follow guidance on the appropriate use of AI in coursework and learning.
- Avoid undeclared use of AI tools in assessments or assignments.

5. Policy and Procedure

5.1 Acceptable Use of AI

AI may be deployed in academic, administrative, and operational settings to enhance efficiency, support learning outcomes, and improve service delivery.

Use of AI must be purpose-driven and approved by the relevant senior staff prior to implementation.

All AI tools must be used in ways that align with EP's values of integrity, inclusivity, and learner protection.



English Path

› 891 Greenford Rd,
Greenford, London,
United Kingdom
UB6 0HE

› +44 (0) 207 539 3548
› info@englishpath.com
› www.englishpath.com



*To create the world's most accessible
and innovative language school that
changes lives through education.*



5.2 Student-Facing AI Applications

AI tools used for placement testing, language practice, or academic support (e.g., automated feedback) must:

- Be pedagogically sound
- Undergo approval by the Academic Board
- Be transparent in use and clearly explained to students

5.3 AI Use by Students

Students may use AI tools (such as ChatGPT or Grammarly) to support learning and academic development, provided they do so ethically and with full transparency.

Permitted uses include:

- Brainstorming ideas
- Practising language
- Getting feedback or explanations on grammar or writing

Prohibited uses include:

- Submitting AI-generated work as original without proper acknowledgment
- Using AI to complete assessments that are meant to test individual performance (unless explicitly allowed)

5.4 Referencing AI Use:

If AI is used in an assignment, students must disclose this. Acknowledgment should appear in the text or in a footnote and include:

- The tool's name (e.g., ChatGPT)
- The developer (e.g., OpenAI)
- The date or version used
- A short explanation of what the tool helped with

Example 1: "This paragraph was developed with the support of ChatGPT (OpenAI, June 2025 version), which suggested structural improvements. Final content is the author's own."

Example 2: "ChatGPT (OpenAI, accessed 2 June 2025) was used to summarise background ideas. All content was reviewed and rewritten in my own words."

Optional Reference Entry: OpenAI. (2025). *ChatGPT* (June 2025 version) [Large language model].

<https://chat.openai.com>

Failure to acknowledge AI use may be treated as academic misconduct.



English Path

› 891 Greenford Rd,
Greenford, London,
United Kingdom
UB6 0HE

› +44 (0) 207 539 3548
› info@englishpath.com
› www.englishpath.com



*To create the world's most accessible
and innovative language school that
changes lives through education.*



5.5 Staff Use of AI Tools

Teachers and academic staff may use approved AI tools to enhance lesson planning, learner feedback, or administrative efficiency, but must retain full responsibility for content accuracy, inclusiveness, and pedagogical appropriateness.

Administrative teams may use AI-powered systems for scheduling, reporting, and communication tasks, provided these tools have been risk-assessed and are data protection compliant.

5.6 Incident Management and Breach Protocols

Any breach of this policy—such as unauthorised use, failure to disclose AI-generated academic content, or negligent reliance on AI outputs—will be investigated and addressed under the Staff or Student Disciplinary Procedures, as appropriate.

A central register of incidents and risks related to AI use will be maintained by the Compliance Team and reviewed quarterly by the SLT.

6. References and related policies

Plagiarism Policy

ICT Policy

7. Forms

AI Tool Risk Assessment Form (Appendix A)

8. Policy review

This policy will be reviewed annually or earlier if required by changes in legislation, accreditation standards, or institutional needs.

9. Appendices



English Path

› 891 Greenford Rd,
Greenford, London,
United Kingdom
UB6 0HE

› +44 (0) 207 539 3548
› info@englishpath.com
› www.englishpath.com



*To create the world's most accessible
and innovative language school that
changes lives through education.*



Appendix A. AI Tool Risk Assessment Form

Institution: English Path

Campus/Department: _____

Date: _____

Assessed by: _____

Tool Name: _____

Vendor/Developer: _____

Intended Use: _____ (e.g. placement testing, feedback, scheduling)

Section 1: Purpose and Context

- **Describe the AI tool's function and users:**
- **Is the tool already in use or proposed for future use?**
☐ Existing ☐ Proposed
- **Is this tool embedded in an academic, operational, or support system?**
☐ Academic ☐ Administrative ☐ Support ☐ Mixed

Section 2: Risk Domains

Domain	Potential Risk Identified? Details / Concerns Risk Level (Low / Med / High)
Academic Integrity	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Ethical/Bias Risk	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Data Privacy (GDPR etc.)	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Safeguarding / Welfare	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Operational / Technical	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Reputational Risk	<input type="checkbox"/> Yes / <input type="checkbox"/> No



English Path

› 891 Greenford Rd,
Greenford, London,
United Kingdom
UB6 0HE

› +44 (0) 207 539 3548

› info@englishpath.com

› www.englishpath.com



*To create the world's most accessible
and innovative language school that
changes lives through education.*



Section 3: Mitigation Measures

- **Controls in place or required:**
 - ☐ Human oversight/review
 - ☐ Staff/student guidance
 - ☐ Usage limitations (e.g. not for final grading)
 - ☐ Vendor privacy agreement
 - ☐ Bias testing conducted
 - ☐ Other: _____

Section 4: DPIA Requirement

- **Does the tool process personal data?**
☐ Yes ☐ No
- **If yes, has a Data Protection Impact Assessment (DPIA) been completed?**
☐ Yes ☐ No ☐ Not yet initiated

Section 5: Final Assessment and Approval

- **Overall Risk Level:**
☐ Low ☐ Medium ☐ High
- **Recommendation:**
☐ Approve ☐ Approve with conditions ☐ Do not approve
- **Comments / Approval Notes:**

Signature – Academic Reviewer: _____

Signature – IT / Compliance Reviewer: _____

Date: _____