

Institutional Generative AI Policy Template for Language Schools

An editable starting point for a responsible AI-use policy. Adapt each section to your school and local law. This is a template, not legal advice.

1. Purpose & scope

State who the policy applies to (staff, learners) and what tools it covers.

Our school's rule: _____

2. Permitted uses

List where AI assistance is allowed (e.g. brainstorming, drafting materials) and where it is not (e.g. unsupervised grading of learners).

Our school's rule: _____

3. Human in the loop

A qualified person reviews and can override any AI output that affects a learner (feedback, grades, decisions).

Our school's rule: _____

4. Student data privacy

Do not enter personally identifying student data into general-purpose AI tools unless a data-processing agreement permits it (see FERPA / GDPR as applicable).

Our school's rule: _____

5. Academic integrity

Do not rely on AI-detector scores as proof of misconduct. Use task design and process evidence; discuss concerns with the learner.

Our school's rule: _____

6. Transparency & citation

Explain how learners and staff should disclose and acknowledge AI assistance.

Our school's rule: _____

7. Review

Name an owner and a review date. Treat the policy as a living document.

Our school's rule: _____