Document Owner and Approval

Kelly Mackenzie is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the school's policy review schedule.

A current version of this document is available to all members of staff in the Shared Mayflower Drive.

Signature: Date:

Version History Log

Version	Description of Change	Date of Policy Release by Judicium
1	Initial issue This policy combines previous version 1 of Pupil AI Policy and Staff AI Policy.	01.09.26

Artificial Intelligence Policy

Background to the policy

Artificial Intelligence, referred to in this policy as AI, is developing rapidly and is increasingly used in education, administration and everyday life. AI can support teaching, learning, creativity, accessibility, workload reduction and administrative efficiency when used appropriately.

The school also recognises that AI can create risks, including risks relating to data protection, confidentiality, safeguarding, assessment integrity, bias, misinformation, intellectual properly, cyber security, equality and professional judgement.

The purpose of this policy is to set out the school's expectations for the safe, lawful, ethnical and responsible use of AI by staff, governors, volunteers, contractors and pupils. It also explains how the school will manage AI use in a way that protects personal data, supports safeguarding, maintains academic integrity and ensures that human oversight remains central to decision-making.

Scope

This policy applies to the use of AI by all members of the school community, including:

- Employees;
- Governors;
- Volunteers;
- Agency staff;
- Contractors;
- Consultants;
- Trainees;
- Pupils; and,
- Any other individuals authorised to use School systems or information.

This policy applies to AI use on School devices, personal devices, School networks, personal networks, approved AI applications and external AI applications where the use relates to School business, School information, pupils, staff, parents, carers or schoolwork.

This policy applies to AI use for teaching, learning, assessment, administration, communication, safeguarding-related activity, research, planning and any other School-related purpose.

For the purposes of this policy, AI means technology which uses non-human systems to perform tasks which may otherwise require human intelligence. This includes systems which generate, summarise, classify, analyse, recommend, predict, translate or create content.

AI includes, but is not limited to:

- Generative AI tools, which can create new content such as text, images, audio, video, code or presentations;
- Predictive AI tools, which analyse information and make predictions or recommendations;
- Extractive AI tools, which identify, extract or summarise information from a dataset or document; and,
- AI-enabled features built into education, productivity, communication, assessment or administrative systems.

Examples may include chatbots, writing assistants, image generators, translation tools, automated feedback tools, transcription tools, coding tools, search tools, accessibility tools and AI functionality build into commonly used platforms.

The school's approach to AI

The school permits the informed and responsible use of AI applications where this supports School purposes and can be used safely, lawfully and appropriately.

The school will take a risk-based approach to AI. AI may be used where is supports teaching, learning, accessibility, administration or efficiency, provided that appropriate safeguards are in place.

AI must not be used in a way that compromises:

- Confidentiality of personal data;
- Safeguarding or pupil welfare;
- Assessment integrity;
- Equality, fairness or inclusion;
- Intellectual property rights;
- Cyber security;
- Professional judgement; or,
- The reputation of the school.

AI must support, not replace, human judgement. Staff remain responsible for professional decisions, and pupils remain responsible for their own learning and submitted work.

Roles and responsibilities

The governing body has overall responsibility for oversight of this policy.

The Headteacher is responsible for ensuring that AI is used appropriately across the school and that staff understand the expectations set out in this policy.

Susan Swaybe, Computing Lead and the person responsible for IT, is responsible for supporting technical controls, approved application lists, access arrangements and information security requirements.

The Designated Safeguarding Lead is responsible for advising on safeguarding concerns arising from AI use.

The Data Protection Officer should be consulted where AI use may involve personal data, special category data, children's data, automated decision-making, profiling or other higher-risk processing.

Staff are responsible for using AI only in accordance with this policy, School instructions, professional standards and relevant law.

Pupils are responsible for following staff instructions on AI use and for ensuring that any work submitted is their own unless AI use has been expressly permitted and properly acknowledged.

Authorised AI applications

The school will maintain a list of AI applications approved for school use.

At the time of publication of this policy, approved AI applications include:

- Microsoft Co-Pilot

Before approving an AI application, the school will consider relevant educational, safeguarding, data protection, information security, contractual, age-appropriateness, accessibility, equality and intellectual property issues.

Staff must not use unauthorised AI applications for School purposes where this would involve School information, personal data, confidential information, pupil information staff information, assessment-related work or safeguarding-related information.

If staff wish to use an AI application that is not listed, they must seek approval from senior leaders before using is for School purposes.

Approval may be withdrawn if the school considers that the AI application no longer meets its requirements.

Staff use of AI

Staff may use authorised AI applications for approved School purposes, where this is consistent with their role and any instructions issued by the school.

Authorised staff use may include:

- Drafting internal guidance, training materials or presentations;
- Supporting lesson planning;
- Generating ideas for teaching resources;
- Summarising non-confidential information;
- Conducting research;
- Supporting administrative efficiency;
- Supporting communications, provided that the staff member reviews and approves the final content; and,

Unless expressly authorised by the school following appropriate checks, staff must not input any of the following into AI systems:

- Personal data relating to pupils, parents, carers, staff, governors, suppliers or any other identifiable individual;
- Special category personal data;
- Safeguarding, child protection, medical, pastoral, behavioural or family information;
- Confidential School information;
- Unpublished School documents or internal materials;
- Usernames, passwords, authentication codes, security tokens, or access credentials;
- Assessment materials where this may compromise assessment integrity;
- Information subject to legal privilege or confidentiality obligations;
- Information provided by third parties or confidentiality restrictions; or,
- Any information which the school has instructed must not be entered into AI tools.

Staff must review AI outputs before relying on or sharing them. AI-generated output may be inaccurate, incomplete, biased, out of date or inappropriate. Staff remain professionally responsible for the accuracy, appropriateness and lawfulness of any content they use.

AI must not be used as a substitute for professional judgement, safeguarding judgement, pastoral judgment, assessment judgement or decision-making which should be carried out by a member of staff.

Data protection and privacy

The school will be transparent about any authorised used of AI which involves personal data and does not permit personal data to be entered into unauthorised AI applications.

Where an AI application involves the processing of personal data, the school will consider whether a Data Protection Impact Assessment (DPIA), AI risk assessment, supplier due diligence review, contract review or other data protection assessment is required before the application is used.

The school will consider, where relevant:

- The purpose of the AI use;
- The categories of personal data involved;
- Whether children's data, special category data or safeguarding information is involved;
- The lawful basis for processing;
- Whether the AI provider uses input data for training or other secondary purposes;
- Where data is stored or transferred;
- Retention arrangements;
- Transparency information for individuals;
- Security controls;
- Human oversight;
- Individual rights; and,
- Whether the proposed use is fair, necessary and proportionate.

Pupil use of AI

Pupils may only use AI for schoolwork where this is permitted by the school or expressly authorised by a member of staff for the relevant task.

The school may set different rules for AI use depending on the pupil's age, ley stage, subject, task, assessment requirements and the AI tool being used.

Where authorised, pupil use of AI may include:

- Supporting research;
- Generating ideas;
- Supporting planning or drafting, where permitted;
- Supporting accessibility or learning needs, where approved;
- Supporting homework, coursework or other school work where the task permits AI use; and,

If pupils are unsure whether AI use is permitted, they must as a member of staff before using it.

Pupils remain responsible for the work they submit. AI must not be used in a way that prevents the work from reflecting the pupil's own knowledge, understanding, analysis, evaluation, calculations or conclusions.

Where pupils use AI tools in connection with schoolwork, they must follow any instructions provided by staff regarding acknowledgment, citation or declaration of AI use. As a minimum, pupils should generally record:

- The name of the AI tool used;
- The date it was used;
- How it was used; and,
- Which parts of the work were supported by AI.

Pupils must not provide false, incomplete or misleading declarations about AI use.

Pupil data, privacy and safety rules

Pupils must not enter personal data into any AI application unless expressly authorised by the school. This includes their own personal data and information about other pupils, parents, carers, staff members or any other identifiable individual.

Pupils must not use AI tools to create, request, share or distribute content that is harmful, bullying, discriminatory, threatening, sexually inappropriate, violent, misleading, impersonating another person or otherwise contrary to the school's behaviour, safeguarding or acceptable use expectations. This includes AI-generated images, videos, audio, deepfakes, impersonation content and edited images of pupils, staff or others.

Accuracy, bias and verification

AI-generated information may be inaccurate, incomplete, biased, out of date or misleading. Staff and pupils must check the accuracy, reliability and appropriateness of AI-generated content before relying on it.

AI should not be treated as a substitute for reliable sources, independent thinking, professional judgement, teacher feedback or established school procedures.

Intellectual property and copyright

AI-generated content may include or be based on material protected by copyright or other intellectual property rights. Staff and pupils must not claim ownership of work that is not their own.

Staff must ensure that any AI-generated content used for School purposes is appropriate, accurate and does not infringe the rights of others so far as reasonably practicable.

Pupils must follow staff instructions about referencing, attribution and acceptable use of sources.

Training

The school will provide appropriate information, guidance and training to staff on the responsible use of AI, proportionate to their role and the AI tools they are authorised to use.

The school will support pupils to develop age-appropriate understanding of responsible AI use, including the limitations of AI, the importance of independent work, online safety, bias, misinformation and appropriate acknowledgment of AI use.

Personal use by staff

Staff must not use personal AI accounts for School purposes unless expressly authorised. Personal use of AI must not involve School information, personal data, confidential information, pupil information, staff information or any content that could reasonably be linked to the school.

Monitoring

The school may monitor AI use on School systems, School accounts, School devices and approved AI applications where this is necessary and proportionate.

Monitoring may be undertaken for legitimate purposes, including safeguarding, information security, data protection, assessment integrity, prevention and detection of misconduct, compliance with School policies, protection of confidential information and protection of School systems. Monitoring will be carried out in accordance with applicable data protection legislation and relevant School policies.

Breach of policy and reporting concerns

Any concern about misuse of AI must be reported promptly to a senior leader.

This includes concerns relating to:

- Suspected academic misconduct or malpractice;
- Safeguarding or pupil welfare;
- Harmful AI-generated content;
- Unauthorised use of personal data;
- Inappropriate disclosure of confidential information;
- Suspected data breaches;
- Cyber security concerns;
- Use of unauthorised AI tools; or,
- Inappropriate staff or pupil use.

Where the concern involved personal data, it will be handled in accordance with the School's Data Breach Policy and Data Protection Policy.

Breach of this policy by staff may result in action under the school's disciplinary procedures. Breach by pupils may be addressed under the school's behaviour, assessment or safeguarding procedures, as appropriate.