



Artificial Intelligence Policy for Students and Parents

Background to the policy

Although Data Protection law does not specifically define or discuss the guidelines for Artificial Intelligence ('AI'), the guidance from the Information Commissioner's Office and the UK government defines it as 'using non-human systems to imitate human intelligence'.

In this time of constant development and increased usage, there is a need to provide you with an awareness of how AI will be used by the school and the guidelines for usage by students, especially if being used to complete school work.

Staff authorised usage of AI

We encourage the informed and responsible use of generative AI applications by staff in carrying out identified business activities. Staff will comply with the terms of the workforce specific policy when using generative AI to carry out business activities.

We encourage the informed and responsible use of authorised AI applications by staff, for the following business purposes:

- Drafting internal guidance, training and presentations;
- Lesson planning
- Conducting research
- Developing code
- Providing summaries
- Idea generation
- Generating reports

Where personal data is used with AI applications, an ICO risk assessment and/or data protection impact assessment ('DPIA') has been carried out to ensure transparency in how AI will be used and what mitigating steps have been taken to reduce any potential risk of harm to students, staff and any other data subjects whose data might be shared with the authorised systems.

Authorised AI applications

The school allows access to the following AI applications for business purposes. The listed AI applications may be updated at any time.

- Chat GPT
- Google Notebook LM
- SLT AI for school leaders
- The Key



- Google Gemini
- Microsoft Co-pilot
- Chalkie AI
- Canva Magic |
- [1]Teachmate
- Diffit AI

Student usage of AI

Students will be asked to agree to the appropriate use of AI when they sign into their account; this has been factored into the Acceptable Use Statement pop up. They[2] are reminded of the permitted usage along with an outline of what classes as AI misuse.

Parent/Carer permission will be requested via Arbor

The school permits student usage of AI in the following circumstances:

- As a research tool
- Idea generation for projects
- For use with homework with the above requirements fulfilled

The Joint Council for Qualifications (JCQ) provides strict rules regarding the use of Artificial Intelligence (AI) in student coursework, non-examined assessments (NEAs), and vocational qualifications. **Students must be aware of and abide by these regulations and sign to say the work they are submitting is their own. Using AI to generate work a student submits as their own is cheating. The consequences for this malpractice are serious.**

Data Privacy

Personal data will not be collected and used by AI technology.

Personal data shared will be in line with the school's privacy notices and the key principles laid out by the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

Related Policies

Students (and parents) can refer to the following policies that are related to this AI Policy: -

- Bring Your Own Device (BYOD) Policy
- Data Protection Policy
- Data Breach Policy
- Privacy notice for parents and students.
- IT and any related communications policies



These are available on the school website.

Breach of this policy

If at any time you feel a data breach has occurred in relation to data used, stored or shared with the AI system, please refer to the schools Data Breach Policy and/ or notify the Business Director so that this can be investigated[3].