

### Introduction

This policy document sets out the school's aims, principles and strategies regarding the emergence of Artificial Intelligence (AI) in education.

### Context

Generative AI represents a transformative leap in technology, enabling machines to create text, images, audio, and video with remarkable accuracy and creativity. The South West Grid for Learning Trust (SWGfL) - recognised as a world leader in online safety - states that: *The integration of Artificial Intelligence (AI) in UK schools has evolved significantly over recent years, reflecting both technological advances and the educational community's response to the opportunities and challenges it presents. A consensus is emerging about the benefits of AI to enhance personalised learning and streamline administrative tasks, while also raising concerns around data privacy, ethical use, and the preparedness of teachers to effectively integrate AI tools into classrooms.*

### Statement of Intent

Artificial Intelligence (AI) technology is already widely used in commercial environments and is gaining greater use in education. We recognise that the technology has many benefits and the potential to eventually enhance outcomes and educational experiences. However, there are significant risks involved in the use of AI systems, such as exposure to harmful, inaccurate, biased or misleading content; intellectual property infringements and data protection breaches.

Therefore, we will carefully develop our use of AI systems, grounded by caution and careful consideration during this formative stage of the tools' development. We will educate staff and learners about safe and ethical use of AI, preparing them for a future in which AI technologies are likely to play an increasing role, enabling them to develop the skills to critically evaluate online information.

The safeguarding of both students and staff will, as always, be at the forefront of our policy and practice.

### Policy Statements

- Students will not be permitted to use AI tools on any school hardware device. Commonly used AI models such as ChatGPT, Microsoft Copilot and Google Gemini will be added to the school's filtering and monitoring blocked list. Other AI tools will be added to this restricted list as required and will be annually reviewed and monitored by the Online Safety DSL on an ongoing basis
- We will ensure that, through our online safety curriculum, students understand appropriate ethics around the use of AI and the potential benefits and risks. The school recognises the importance of equipping learners with the knowledge, skills and strategies to engage responsibly with AI tools

- Only those AI technologies approved by the school may be used by **staff** for work purposes:
  - Google Gemini
  - Chat GPT
  - Aila (Oak National Academy)
  - Twinkl AI (Ari)

**Every use of AI tools must be checked with human input to professionally assess the accuracy, validity and appropriateness of all AI generated content**

- Staff should engage with AI tools responsibly, ensuring the protection of both personal and sensitive data. Staff should only input anonymised data to avoid the exposure of personally identifiable or sensitive information
- We will protect sensitive information. Staff must not input sensitive information, such as internal documents or strategic plans, into third-party AI tools unless explicitly vetted for that purpose. They must always recognize and safeguard sensitive data
- The school will ensure that when AI is used, it will not infringe copyright or intellectual property conventions – care will be taken to avoid intellectual property, including that of students, being used to train generative AI models without appropriate consent
- Staff must immediately report any incidents involving AI misuse, data breaches, or inappropriate outputs immediately to the Online Safety DSL or SLT; recording on CPOMS as per normal safeguarding protocols
- We will comply with all relevant legislation and statutory guidance on AI use
- As part of our ongoing commitment to safeguarding and keeping our children safe online, we will conduct an annual review of online safety systems and procedures in our school – including AI
- We will provide relevant training for staff and governors in the advantages, use of and potential risks of AI as required

### **Responsibilities**

#### Headteacher and SLT

- Responsible for the strategic planning of how AI will be used in the school and establishing clear AI policies and procedures and ensuring that all staff receive relevant training as required

#### Online Safety DSL

- Our Online Safety DLS has responsibility for online safety in the school. They are expected to have knowledge of AI and its safeguarding implications and a working knowledge of key guidance

### Network Manager

- The Network Manager is responsible for technical support and guidance, with particular regard to cyber-security and the effectiveness of filtering and monitoring systems

### Staff

- It is the responsibility of all staff to have read and understood this policy and associated Acceptable Use Agreements. All staff must report any incidents or suspected incidents concerning the use of AI in line with school safeguarding procedures

### Governors

- We will ensure that our governing body has a clear understanding of how AI is used in a school context and the potential benefits and risks of its use. They will receive regular training as appropriate, enabling them to support the school and challenge where necessary

### **Related Policies**

This policy should be read in conjunction with other school policies:

- Computing policy
- Computing curriculum strategy
- HJS Staff user agreement
- HJS Pupils user agreement
- Safeguarding policy

### **Monitoring and Review**

This policy is reviewed every three years by the Online Safety DLS / Computing Subject Leader, staff and governors.