



SEXEY'S
SCHOOL

Artificial Intelligence (AI) Policy

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SLT Lead	Deputy Headteacher
Policy last reviewed by	Ross Dalzell
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1. Introduction

- 1.1. At Sexey's School we recognise the potential for Artificial Intelligence (AI), particularly Generative AI (e.g., ChatGPT), to transform how our school is managed and how students learn. This policy outlines our approach to integrating AI responsibly into how we run our school and how we deliver learning, enabling everyone to benefit from new technologies, educating them about safe, responsible and ethical AI use.
- 1.2. We recognise the guidance set out in the [Department for Education's Statement on Generative Artificial Intelligence in Education](#). This policy has been informed by that guidance.
- 1.3. All users of generative AI will comply with relevant laws, regulations, policies and guidelines governing [Keeping Children Safe in Education](#), intellectual property, copyright, data protection and other relevant areas. We will prioritise the safeguarding of our students and their online safety and will not knowingly use any AI technology that puts them at greater risk. Staff will not provide intellectual property, including students' work, to be used to train Generative AI models without appropriate consents or exemptions in place.

2. Core principles

- 2.1. When we invest in, implement and use AI in our school we follow these key principles:
 - 2.1.1. **Equity and inclusion:** We commit to deploying AI technologies in a way that is equitable and promotes inclusion, addressing biases and ensuring fair access to educational opportunities for all students.
 - 2.1.2. **Transparency:** We prioritise transparency in AI usage, ensuring that students, families, and staff understand how and where it is used and the effects on teaching and learning.
 - 2.1.3. **Privacy:** We apply strict data protection standards, including safeguarding student and staff data used in AI applications. Our full data protection policy can be found here www.quantockedtrust.co.uk/site/data/files/key_information/policies_and_privacy/885D044019E13F0169C94DB1473FB253.pdf
 - 2.1.4. **Accountability:** We hold ourselves accountable for the ethical design, development, and implementation of AI systems, regularly reviewing their impact and efficacy. The Deputy Headteacher will be the AI Lead for the school.
 - 2.1.5. **Educational value:** We consider how AI applications align with the curriculum scope and objectives and serve to improve teaching and learning experiences and outcomes for students.
- 2.2. We use AI as an administrative and educational tool, and actively develop staff and students' AI literacy and skills. We use AI to help teachers manage their workload rather

than add to it, and to improve and streamline school operations to maximise time and resource available for teaching and learning.

3. Guidelines for staff

- 3.1. Staff must not share personal or private information with AI tools at work or on a school device without permission from their manager.
- 3.2. Staff are permitted to explore and use AI-based tools and technologies to support their work where no proprietary or personal information is shared with the AI tool. Examples may include use of licensed AI tools for lesson planning, production of curriculum materials, and administration. Staff must be transparent with their manager about their use of generative AI. Before using new systems or software, the Headteacher should be consulted.
- 3.3. To manage the risk that sensitive, personal or proprietary information is shared to third parties without proper permissions, we ask staff to use Ask Arbor in order to undertake tasks such as report and letter writing.
- 3.4. Staff must ensure that any potential new use of AI tools is assessed to consider if a Data Protection Impact Assessment is required.
- 3.5. AI tools will be used responsibly, ensuring they complement expertise but do not create a substitute for professional judgement. Staff remain professionally responsible and accountable for the quality and content of any output they have generated using AI.
- 3.6. Understanding Generative AI: Staff receive training on the capabilities and limitations of Generative AI tools, including an awareness of bias, accuracy and currency. They learn to quality-assure and fact-check the results, and use AI-generated content responsibly in their teaching materials.
 - 3.6.1. **Professional judgement:** Staff exercise professional judgement in checking AI-generated content for accuracy, relevance, and appropriateness before use in educational settings. They are expected to provide context, and supplement AI-generated materials with their expertise.
 - 3.6.2. **Personalisation and learning:** Staff must promote equity in education by considering use of AI to address learning gaps and provide personalised support, preparing all students for a future in which AI technology will be an integral part, being mindful of disparities in opportunities for different students.
 - 3.6.3. **Data protection and Intellectual Property:** Staff are trained to protect personal and sensitive data, ensuring compliance with data protection legislation and other school policies, recognising the risks posed by AI. Staff also need to respect students' intellectual property rights, ensuring that original work (including homework) is not used to train AI models without appropriate consent or exemption to copyright.

- 3.7. Teaching staff will emphasise to students the importance of critical thinking, creativity, and originality in their work. Clear guidelines and expectations will be communicated to students regarding the appropriate use of generative AI tools for homework and during assessments, ensuring that their work reflects their own efforts and understanding.
- 3.8. Staff must understand, and in turn ensure that students understand, the implications of students using AI during the production of coursework or non-examined assessment work and the consequences should students use AI in any such work.
- 3.9. **All staff, including school leaders, are responsible for reading and understanding this policy before using any AI technology. Staff must report any suspected breaches of this policy to the Headteacher.**

4. Guidelines for Students

- 4.1. Students must be clear and transparent where work has been generated with the help of AI.
- 4.2. **Understanding Generative AI:** Students are educated on the capabilities and limitations of the most widely available, age-appropriate, Generative AI tools, empowering them to critically evaluate AI-generated content. They learn to discern between reliable and unreliable information and use AI tools responsibly.
- 4.3. **Responsible use:** Students are allowed to use AI tools as aids to supplement their understanding rather than relying on AI-generated content. They are taught to quality-assure and fact-check information and get help from teachers and support staff when needed. Students are taught not to enter personal details or sensitive information into Generative AI tools.
- 4.4. **Digital citizenship:** Students are trained in digital citizenship and online safety, including understanding the implications of sharing personal data and intellectual property online. They learn to protect their privacy and respect the intellectual property rights of others in digital environments.
- 4.5. **Exams/Assessments:** Students are prohibited from using AI in the production of any work that counts towards their final qualification grades. This includes coursework and non-examined assessment work. Students must understand that the use of AI in any such work will be treated as malpractice and reported to the appropriate awarding body.

5. Risk management

- 5.1. **Bias and discrimination:** We are committed to fairness and equality; we will reduce the risk of unfair outcomes by upskilling our staff to understand the potential for bias in AI-generated content and to monitor AI outputs to ensure fairness and equality.

- 5.2. **Data security:** Cybersecurity measures are implemented to prevent data breaches and unauthorised access to sensitive information, including AI-generated content. Please see the Trust's [Data Protection policy](#) for more information.
- 5.3. **Educational integrity:** Measures are taken to prevent misuse of AI in assessments and safeguard the integrity of qualifications.
- 5.4. **Online safety:** Guidance is provided to protect against harmful or inappropriate content online, including content generated by AI. Please see the school's [Online Safety policy](#) for more information.

6. Future skills development

- 6.1. **Knowledge-rich curriculum:** Students are equipped with foundational knowledge and critical thinking skills to effectively use emerging technologies like Generative AI. [Insert link or further information on curriculum content]

7. Feedback, evaluation and continuous improvement

- 7.1. We gather feedback from students, families, staff and other stakeholders, and engage in ongoing research to refine our use of generative AI, address concerns, and adapt to evolving educational needs. [Insert information on how/where students, their families or staff can get more information or provide feedback]

8. AI governance

- 8.1. Key staff at school who are responsible for this policy's content and implementation:
 - 8.1.1. The Deputy Headteacher is the lead for use of generative AI technology. They monitor compliance and work with the wider school community to communicate, promote and regulate AI use, including providing or arranging training where needed.
 - 8.1.2. Our Data Protection Officer (dposchool@somerset.gov.uk) is responsible for advising the school about our data protection obligations in relation to AI use.
 - 8.1.3. Our IT lead provides technical support and guidance on the use of AI.
 - 8.1.4. The Local Governance Committee will be responsible for the Governance of AI and hold the school/trust to account for adopting this policy and adhering to it.

9. Conclusion

- 9.1. At Sexey's School we are committed to harnessing AI technologies responsibly where they can improve teaching and learning outcomes. By applying ethical principles, promoting transparency, and implementing measures to safeguard students, we aim to use AI effectively for the benefit of our school community.

9.2. This policy will be reviewed annually or when there are relevant changes to statutory guidance, whichever happens soonest.