



Artificial Intelligence Acceptable Use Policy

Responsibility:	Mr D Rhodes
Ratified By:	Governing Body
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1. Introduction and Purpose

Artificial Intelligence (AI) is rapidly changing the way people learn, work and interact with technology. In education, it offers significant opportunities to enhance teaching, support pupil/student learning, improve accessibility and streamline school operations. At the same time, it brings new responsibilities to ensure it is used safely, ethically and in a way that reflects the values of our school. Putting school or personal data into AI tools could have significant data implications and should be used with caution, seeking advice and permissions where appropriate.

This policy sets out the school's commitment to ensuring that Artificial Intelligence (AI) is used responsibly, safely, ethically and effectively. Its purpose is to safeguard the rights and privacy of all members of the school community, uphold academic integrity, and ensure AI is deployed in ways that support learning and wellbeing while meeting legal and policy obligations.

2. Scope

This policy applies to all employees, governors, trustees, contractors, suppliers and visitors. It covers any use of AI that affects the school, whether on school premises, during offsite activities, or when carrying out school related work on either school issued or personal devices.

This includes, but not limited to, the use of AI for:

- Preparing lesson plans and teaching resources
- Marking and providing feedback on pupil/student work
- Conducting research to support teaching or school initiatives
- Drafting reports, assessments and communications
- Managing timetables, records, budgets and other administrative tasks
- Supporting curriculum development and extra-curricular activities
- Personalising learning or improving accessibility and inclusion
- Enhancing safeguarding, security or health and safety measures
- Analysing data sets about students to gain insights into trends and to inform strategic planning

The use of AI tools by students for schoolwork is covered by the school's AI Acceptable Use Agreement for Students.

3. Objective

The aim of this policy is to provide a clear framework for the responsible, safe, ethical and effective use of AI tools within the school. The policy seeks to:

- Apply AI in ways that support educational outcomes and uphold the school's values
- Protect the privacy and rights of pupils/students, employees and others
- Promote digital literacy and critical thinking about AI's benefits, limitations and ethics
- Prevent misuse that could cause harm, unfairness or reputational damage
- Ensure only approved AI tools are used in compliance with the UK GDPR and the Department for Education's standards.

4. Related Policies

This policy should be read alongside the following school policies and agreements:

- Data Protection Policy
- IT Acceptable Use Policy
- E-Safety Policy
- Safeguarding Policy

- Record Management (Retention) Policy
- Extended Learning & Academic Integrity Policy
- Behaviour Policy
- Examinations Policy

5. Compliance with this Policy

Failure to comply with this policy may result in withdrawal of access to AI tools or disciplinary action. Serious breaches involving misuse of personal data, safeguarding concerns, or unlawful activity may also be referred to external authorities such as examination boards, regulatory bodies, or the police.

6. Definitions

The definitions below explain what is meant by the key terms used in this policy:

Artificial Intelligence (AI): Computer systems or software capable of performing tasks normally requiring human intelligence, such as recognising speech, interpreting images, generating content, solving problems, making predictions and adapting from data.

AI Tools: Software, applications, or platforms that use AI to perform tasks requiring human input or judgement. Examples include chatbots, automated marking and feedback systems, plagiarism and originality checkers, predictive analytics tools, personalised learning platforms, translation tools, image or video recognition tools, and monitoring or filtering systems used for safeguarding and security.

AI Users: Anyone interacting with AI tools in a school context, including pupils/students, employees, governors, trustees, contractors, suppliers and visitors.

Processing: Any operation performed on school data, whether automated or manual. This includes collection, storage, retrieval, use, transmission, sharing and destruction of data.

School Data: All information held or managed by the school in the course of its operations. This includes, but is not limited to: personal data relating to pupils/students, parents and carers, employees, governors, and contractors, as well as teaching materials, pupil records, assessment data, safeguarding information, internal communications and system logs.

Ethical Use: Applying AI in ways that are lawful, fair and respectful to all members of the school community. This includes protecting personal data, preventing bias or discrimination, being open about how AI is used, and checking that its results are accurate, reliable and used for the intended purpose.

Bias: Results that are unfair, unbalanced, or favour one group or perspective over another. Bias can arise from the data used to train the AI, the way the system is designed, or how it is applied, and may lead to inaccurate conclusions, unequal treatment, or discrimination.

Misinformation: False or misleading information that may be unintentionally produced by AI due to incomplete or inaccurate data entered into the tool. AI generated content can contain errors or outdated information, so AI results or responses must always be checked against reliable sources, especially in educational or decision-making contexts.

Plagiarism: An individual presenting someone else's work, ideas, or words as their own without proper acknowledgement. This includes copying from other people, books, websites, or AI generated content without crediting the source.

Intellectual Property: created by student or staff using their mind and meets the requirements for copyright, a patent or a design.

7. Roles and Responsibilities

Governing Body:

Accountable for the implementation and oversight of this policy, ensuring compliance with the UK GDPR and Data Protection Act 2018, educational standards and AI ethics. A designated AI Lead Governor oversees the legal and ethical use of AI in the school.

Headteacher:

Responsible for the day-to-day implementation of this policy, ensuring employees understand their responsibilities, receive training, and that pupil/student use of AI is guided, supervised, and embedded into teaching and learning in a responsible manner.

SLT (with responsibility for CPD):

Responsible for promoting effective AI use by staff; supports colleagues in building confidence and skills; monitors AI developments; and helps integrate AI into teaching and learning in line with this policy.

SLT (with responsibility for e-Safety):

Responsible for promoting safe and ethical AI use by students; monitors AI developments; and communicates with parents and carers about the safe use of AI.

SLT (with responsibility for Data Protection):

Responsible for advising the school of its legal obligations under the UK GDPR and Data Protection Act 2018 in relation to the processing of personal data; co-ordinates the assessment and approval of AI tools.

ICT Network Manager:

Responsible for co-ordinating the assessment and approval of AI tools with SLT; monitors AI developments; helps integrate AI into ICT systems and administration in line with this policy; and ensures the network infrastructure has effective safeguards to allow students and staff to use AI safely; and helps integrate AI into administration in line with this policy.

AI Users

Responsible for complying with this policy, the school's AI Acceptable Use Agreements and completing AI awareness training.

8. Privacy and Monitoring

Individuals using AI tools on school-provided systems, devices or platforms should have no expectation of privacy. The school reserves the right to monitor the use of AI tools to ensure compliance with safeguarding, security, and legal obligations.

Monitoring will be conducted in a proportionate manner, and only when necessary to fulfil operational duties, such as protecting the school community, ensuring security, or preventing misconduct or breach of this policy.

9. Acceptable use of AI

AI tools have the potential to enhance teaching and learning, improve operational efficiency, and increase accessibility for all members of the school community.

Their use must always reflect the school's commitment to ethical practice, transparency, safeguarding and academic integrity.

The school permits the use of AI tools in the following ways, provided they also meet the 'AI Conditions of Use', set out in this policy:

Educational: Using AI to enrich learning experiences through personalised learning pathways, tailored feedback, research support, creative project development, and adaptive educational content that meets the needs of individual learners.

Business support and accessibility: Using AI-driven platforms such as chatbots, virtual assistants, transcription tools, note-taking applications, and accessibility software to support teaching, tutoring, technical help, administrative tasks, and to improve access for pupils/ students with additional needs.

Collaboration and innovation: Leveraging AI to support collaborative work between students and staff, including analysing data, generating ideas, developing resources, and automating routine processes to create a more dynamic, interactive and innovative learning environment.

Safeguarding and security: Using AI-based monitoring or filtering systems to help protect pupils/students, employees and school systems, ensuring compliance with safeguarding responsibilities, online safety requirements, and information security standards.

The school follows the Department For Education's **Generative AI product safety standards**, and ensures that all tools meet these standards before authorising for use in the school by students or staff:

[Generative AI: product safety standards - GOV.UK](#)

10. Unacceptable Use of AI

The following uses of AI are strictly prohibited (this list is not exhaustive):

Breaching privacy: Using AI to collect, infer, or share personal information in breach of the UK GDPR.

Generating inappropriate content: Creating, sharing, or promoting material that is violent, explicit, discriminatory, abusive, misleading or otherwise harmful.

Academic misconduct and plagiarism violations: Using AI to create professional or educational materials dishonestly, including lesson plans, reports, assessments, teaching resources, or communications; failing to credit original authors or copyright holders, or claiming the work as entirely your own.

Bias and discrimination: Employing AI in ways that result in unfair, unequal, or discriminatory treatment of individuals or groups.

Safeguarding risks: Using AI to monitor, track, or profile pupils/students, employees, or visitors without proper authorisation, a legitimate and lawful purpose, and compliance with safeguarding and data protection procedures.

Cybersecurity threats: Misusing AI to exploit vulnerabilities, hack into systems, manipulate data, launch phishing attacks, or disrupt school networks and digital infrastructure.

Unauthorised technology use: Using unapproved or unverified AI tools, or integrating AI into school systems without prior authorisation from the ICT Network Manager.

11. Approved AI Tools

The school will maintain and regularly update a list of approved AI tools that have passed security, privacy and compliance checks. This list is in Appendix 1. Any unapproved tool must not be used until it has been fully reviewed and formally authorised.

12. AI Conditions of Use

Permitted use of AI tools must also comply with the following conditions:

- Only approved AI tools may be used to process any school data, and for their approved purpose.
- Users must understand the tool's capabilities, limitations and potential risks (such as biased results or misinformation).
- AI-generated content must be clearly identified where required.
- AI must not be used as the sole basis for final decisions regarding individuals (e.g. grading or disciplinary matters) unless the process is fair, ethical and includes appropriate human oversight to ensure accuracy, accountability and legal compliance.
- AI tools introduced which involve the processing of personal data, must undergo a Data Protection Impact Assessment (DPIA), in consultation with the Data Protection Officer.
- Staff must not use AI tools for school work without prior approval from a member of the Senior Leadership Team, technical support and the Data Protection Officer.
- All AI users will complete a form to state that they accept the appropriate Acceptable Use Agreements. The content of these forms can be found in:
 - Appendix 2: Students
 - Appendix 3: Staff
 - Appendix 4: Governors

13. Policy Review

This policy will be reviewed annually to ensure it remains current and effective as AI technologies develop and to address emerging challenges and opportunities.

APPENDIX 1

Approved AI Tools

Teachmate

Seneca

Co-pilot full - 6 copies of full are in use by staff

Co-pilot light for all staff (only to be used through School Office 365 sign in)

Students over the age of 13 have access to Co-pilot light

APPENDIX 2

Student AI Acceptable Use Agreement

Our school is beginning to use Artificial Intelligence (AI) to support learning in new and innovative ways. AI can help spark ideas, answer questions, and deepen our understanding, but just like the internet or social media, it is important to use AI responsibly by protecting our privacy, respecting others and making sure it supports, not replaces, our own effort.

This agreement sets out our school's expectations when you use AI tools for school.

Acceptable Use

I agree to use AI tools safely, responsibly and in line with my school's rules. In particular:

- I will only use AI tools for school work where this is allowed.
- I will use AI to support my learning, not replace my own thinking.
- I will check AI answers to make sure they are correct and up to date.
- I will not share my personal information with AI tools unless I know they are safe to use.
- I will respect copyright (intellectual property) and not use or upload other people's work without permission.
- I will tell my teacher or tutor if I see AI being used in a harmful, unsafe or dishonest way.
- I will seek professional support if I need health advice or guidance when making important life decisions.
- I will be honest if I have used AI to help with my school work and will not pass off AI generated content as entirely my own.

Unacceptable Use

I agree not to use AI in any way that is unsafe, dishonest, or against school rules. This includes, but is not limited to:

- I will not ask AI tools to write essays, homework, or assignments for me.
- I will not copy AI answers or submit them as my own work (plagiarism).
- I will not create or share harmful, false, rude, hurtful or inappropriate content.
- I will not attempt to by-pass AI safety, privacy, or the school's security systems.

Student Name:

Date:

APPENDIX 3

Staff AI Acceptable Use Agreement

✓ Acceptable Use

I agree to use AI tools responsibly, ethically and in line with the school's policies and legal obligations. In particular:

- I will only use AI tools that have been approved by the school for any task relating to school data.
- I will use AI to support, not replace my professional judgement, especially in decisions involving pupils, colleagues, safeguarding or statutory responsibilities.
- I will check and verify all AI outputs to ensure accuracy and appropriateness before using or sharing them.
- I will not enter personal or confidential information into AI tools unless they are approved, risk-assessed and UK GDPR-compliant.
- I will respect copyright and ownership rights (intellectual property), ensuring original work is not reused by AI for training or commercial purposes without permission from the owner.
- I will be transparent and honest when using AI to support my work, and will not pass off AI-generated content as solely my own without acknowledgement.
- I will inform the Senior Leadership Team if I have any concerns about how AI is being used, or if I identify any misuse, bias, or reputational risk.

✗ Unacceptable Use

I agree not to use AI in any way that is inappropriate, dishonest, or contrary to my professional role. This includes, but is not limited to:

- Using AI for unapproved uses or using unapproved AI tools.
- Entering personal data into public facing tools
- Generating harmful or inappropriate content.
- Passing off AI-generated work as entirely my own.
- Attempting to by-pass AI safety or security systems.
- Manipulating media or data with the intention to deceive, impersonate, or mislead, including the use of AI tools to fabricate content.
- Uploading copyrighted material into AI tools without permission from the owner.
- Using AI solely to make important decisions about people.
- Relying on AI responses without checking accuracy.

Name:

Role:

Date:

APPENDIX 4

Governor & Trustee AI Acceptable Use Agreement

✔ Acceptable Use

I agree to use AI tools responsibly, ethically and in line with the school's policies and legal obligations. In particular:

- I will only use AI tools that have been approved by the school for any task relating to school data.
- I will use AI to support, not replace, my professional judgement, especially in decisions involving pupils, colleagues, safeguarding or statutory responsibilities.
- I will check and verify all AI outputs to ensure accuracy and appropriateness before using or sharing them.
- I will not enter personal or confidential information into AI tools unless they are approved, risk-assessed and UK GDPR-compliant.
- I will respect copyright and ownership rights (intellectual property), ensuring original work is not reused by AI for training or commercial purposes without permission from the owner.
- I will be transparent and honest when using AI to support my work, and will not pass off AI-generated content as solely my own without acknowledgement.
- I will champion responsible and ethical AI use across the school, promoting human oversight, fairness, transparency and safeguarding.
- I will inform the Headteacher if I have any concerns about how AI is being used, or if I identify any misuse, bias, or reputational risk.

✘ Unacceptable Use

I agree not to use AI in any way that is inappropriate, dishonest, or contrary to my professional role. This includes, but is not limited to:

- Using AI for unapproved uses or using unapproved AI tools.
- Entering personal data into public facing tools.
- Generating harmful or inappropriate content.
- Passing off AI-generated work as entirely my own.
- Attempting to by-pass AI safety or security systems.
- Manipulating media or data with the intention to deceive, impersonate, or mislead, including the use of AI tools to fabricate content.
- Uploading copyrighted material into AI tools without permission from the owner.
- Using AI solely to make important decisions about people.
- Relying on AI responses without checking accuracy.

Name:

Role:

Date: