ARTIFICIAL INTELLIGENCE (AI) POLICY

To be read in conjunction with:

- eSafety policy
- Safeguarding policy
- Child protection policy
- Admissions policy
- Curriculum Statement
- Behaviour management policy
- Anti-bullying policy
- Preventing and Tackling Bullying (July 2017)
- Cyberbullying: Advice for headteachers and school staff (2014)
- Exclusions policy
- Complaints policy
- Mobile phone use policy
- BYOD policy

Rationale & Aims

Our school recognises the potential for artificial intelligence (AI) technologies to enhance teaching and learning outcomes when used responsibly. This AI policy provides guidance for the ethical, safe and effective integration of AI within our educational environment.

The aims of this policy are to:

• Promote the responsible use of AI to augment human capabilities and empower students and educators.

• Uphold principles of fairness, transparency, accountability, and non-discrimination in the use of AI systems.

• Safeguard the privacy rights and data security of all members of our school community.

• Ensure appropriate human oversight and understanding of AI systems and outcomes.

• Foster a culture of AI literacy and critical thinking regarding the impacts and limitations of AI technologies.

• Review and update this policy regularly as AI systems continue to evolve.

• This policy provides a framework while allowing flexibility for customisation across subjects and use cases. We believe AI holds great promise to enhance learning when woven thoughtfully into our practice, guided by ethical principles that put humanity first**.**

Definitions

To ensure a common understanding of key terminology, we provide the following definitions:

Artificial Intelligence (AI): Technologies that display intelligent behaviour by analysing their environment and taking actions to achieve specific goals. AI includes machine learning, natural language processing, computer vision, predictive analytics and more.

Generative AI: A subfield of AI focused on using machine learning models to generate new content such as text, images, audio, or video that mimics human-created work.

AI System: Any technology that incorporates AI to perform tasks and make decisions autonomously. This includes AI platforms, software, algorithms, and autonomous machines.

Machine Learning: Computer algorithms that improve and learn from experience without explicit programming.

Educational Data: Information collected about students' learning and behaviour in the school environment. This may include academic performance data, attendance records, assessments, online activities, and engagement.

Personal Data: Any information relating to an identified or identifiable individual. This includes names, student IDs, contact information, IP addresses, attendance records, assessment results and more.

Data Privacy: The right of individuals to control access to their personal data. This includes deciding what data is collected and how it is used.

Algorithmic Bias: When algorithms in AI systems produce unfair, unethical, or discriminatory outcomes due to flaws in the input data or design.

Transparency: Being open about how AI systems function, how decisions are made, and providing explanations of AI outcomes.

Human-in-the-Loop: Maintaining human oversight and involvement in AI system outcomes and decisions.

Algorithmic fairness: Principles and techniques to ensure algorithms treat different groups equitably.

AI literacy: The knowledge, skills and attitudes needed to safely interact with AI systems.

Plagiarism: Plagiarism is presenting someone else's words or ideas as one's own without proper attribution. Text generated by AI is not technically plagiarism since it is newly created content, not copied from a human source. However, AI output that violates this policy by failing to properly attribute source materials used to train the system, or by presenting AI-generated text as a student's

original work, will be treated as a violation of our academic integrity standards. Proper citations of source materials and transparency about the use of AI generation tools are required. The school policies regarding plagiarism and academic honesty apply to AI-generated content in the same manner as human-produced work.

Implementation Roles & Responsibilities

Headteacher

- Approve and oversee implementation of the AI policy across the school.

- Ensure adequate resources for ongoing staff training on AI innovations and ethical integration.

School Leadership Team

- Ensure new AI systems align with educational goals and this AI policy prior to procurement.

- Develop protocols for ethical AI use aligned with educational principles.

- Coordinate training on AI best practices and support capability building.

- Ensure transparency about AI use cases and data practices to the school community.

- Perform policy compliance audits and reviews.

Administration Staff

- Protect privacy rights by securely collecting, storing, and sharing data according to regulations.

- Put access controls and security measures in place to prevent unauthorized access to data.

- Identify and mitigate risks of bias, discrimination, or other unintended harms from AI systems.

- Review and update data protection and privacy policies regularly.

Heads of Department and Lead Teachers

- Customise any AI integration to ensure effectiveness within department curriculum and activities.

- Support teachers in thoughtful classroom AI incorporation and oversight.

- Ensure AI projects undergo appropriate ethical reviews and alignment with learning objectives.

Teachers and Teaching Assistants

- Participate in AI-related professional development.

- Educate students on using AI responsibly and ethically.

- Carefully evaluate AI tools and content for accuracy, relevance, and bias before adoption.

- Maintain human oversight of AI tutoring systems and content recommendations.

- Teachers/staff are responsible for directly operating any AI systems and reviewing outputs before student access.

- Collaborate and share best practices on AI tool usage.

- Be transparent about classroom AI use and data practices.

Students

- Use AI to supplement critical thinking, creativity, and academic integrity.

- Reference any AI-sourced information appropriately.

- Exercise discretion when using AI platforms, considering data ethics.

- Adhere to school policies regarding levels of permissible AI assistance.

Parents

- Encourage responsible and ethical use of AI technologies.

- Partner with the school to foster AI literacy and critical thinking skills.

- Stay informed about school policies and curriculum integration plans regarding AI systems.

Ethical and Responsible Use

All users of AI technologies in our school, including students, teachers, and staff, must exercise responsible and ethical use. This includes:

- Respecting the rights, privacy, and intellectual property of others.

- Avoiding misuse that could lead to harmful, dangerous, or illegal outcomes.

- Adhering to school policies on appropriate AI assistance levels.

- Monitoring AI systems and reporting ineffective or unethical behaviours.

- Considering the broader societal impacts of AI use

Procedures and Practice

Explanation of AI and Data Use in the School Setting

Our school aims to utilize AI and educational data responsibly to enhance learning, inform decisions, and streamline administration. We securely collect and analyse performance, attendance, assessment, and engagement data to enable evidence-based curriculum, resource, and personalized learning approaches. We may also apply analytics to trace data from digital platforms to gain insights into patterns, strengths, and needs.

Critically, there will always be human oversight in AI-assisted decisions. We are transparent about our AI and data practices, providing explanations of how technologies function, how decisions are made, and how data is handled. Through appropriate anonymization and aggregation, we remain committed to upholding student privacy while judiciously leveraging data to support outcomes.

Students will not have direct, independent interaction with AI systems. Teachers/staff will run the tools and vet any outputs. The only exception is limited to closed educational AI apps and games.

Training and monitoring procedures further promote the ethical, safe use of these technologies aligned to our educational mission. By equipping staff and students to use AI conscientiously, we aim to create an innovative learning environment that puts their wellbeing first.

Age-Appropriate Usage

The integration of AI technologies into the classroom will be tailored based on ageappropriateness and developmental levels:

Early Years (ages 3-5)

• Teachers and staff will carefully review any potential uses of AI within the curriculum.

• Decisions to use AI must be discussed with the relevant Lead Teacher or Head of Year.

Primary School (ages 6-11)

• Students may suggest ways AI could help their learning. But they must not directly use or interact with generative AI systems in school.

• Only teachers and staff can operate the AI programs and technology. They will review the results first.

• AI use is limited to approved educational games and tools. Tools like Chatbots require teacher/staff operation and vetting first.

Secondary School and Sixth Form (ages 12-18)

• Students may suggest ways AI could help their learning. But they must not directly use or interact with generative AI systems in school.

• Only teachers and staff can run the AI programs and tools.

• This oversight happens even if parents approve AI use. Teachers and staff control all access.

• AI use is limited to approved educational games and tools. Tools like Chatbots require require teacher/staff operation and vetting first.

With parental permission, students aged 13-18 may be granted access to certain generative AI platforms. Each case will be decided individually. Across all age groups, the level of access and guidance is tailored by teachers based on the student's maturity and needs. For those not directly accessing the platforms, teachers can facilitate interaction in this way:

• Students draft their queries or prompts.

• Teachers input these into the AI system.

• Teachers review the AI-generated responses for appropriateness before sharing them with students.

Teacher Guidelines for AI Use

To ensure responsible and ethical integration of AI, teachers should:

Evaluation of AI Tools and Content

• Thoroughly review educational AI tools, tutors and generated content for accuracy, relevance to curriculum, and potential biases prior to classroom use.

• Maintain personalised engagement and oversight of student work and assessments enhanced by AI.
• Evaluate to ensure their usability and outcomes support diverse learner needs and backgrounds.

Alignment with Educational Goals

• Ensure any AI systems align with curriculum standards, school values and intended educational outcomes.

• Customise AI-generated lesson plans and activities to suit specific students' needs and learning objectives.

Responsible Classroom Integration

• Participate in regular AI ethics training and stay up to date on best practices.

• Guide students on using AI technologies responsibly for learning, creativity, and research.

• Incorporate AI in activities that foster critical thinking, technology literacy and ethical reasoning.

• Use AI for assessments ethically by reviewing computer-generated scores and feedback for fairness, accuracy, and relevance before assigning them.

Transparent and Lawful Data Practices

• Be transparent about use of student data and provide opportunities for informed consent where appropriate.

• Only use enterprise-grade AI tools that protect student privacy and anonymize any shared data.

• Caution students about potential copyright issues with AI-generated content. Ongoing Oversight

• Routinely monitor the performance of AI systems and watch for unintended harmful impacts.

• Promptly report any ineffective, biased or unethical AI system behaviours to school leadership.

Examples of Classroom Usage

Teachers play a pivotal role in ensuring the responsible and effective integration of AI in the classroom. They should always oversee and guide students' interactions with AI technologies. Teachers should encourage student participation in providing feedback on AI technologies where appropriate.

Below are examples of classroom activities involving AI and recommendations for each:

Research: AI can assist students in identifying appropriate sources and background information to supplement their understanding. However, teachers should ensure students critically evaluate any AI-recommended materials.

Writing and Feedback: While AI can assist in grading, teachers should always review and validate AI-generated scores and feedback.

Chatbots: Teachers should monitor the resources and guidance provided by AI chatbots to identify any incorrect or unsuitable information.

AI Tutors: AI tutoring systems should supplement human instruction, not replace it. All content from AI tutors must be checked by teachers for accuracy and curriculum alignment.

AI-Generated Content: Materials produced by AI, such as quizzes or reading tasks, need a thorough review for relevance, accuracy, and age-appropriateness.

Simulations: AI-powered simulations should be validated by teachers for their factual accuracy and educational relevance before classroom use.

Creativity Aids: While encouraging creative expression, teachers must guide proper citation of AI-assisted outputs like music, art, or prose.

Image/Text Generation: It's crucial to educate students about copyright issues related to AI-produced images, writings, and other content.

Ethics Lessons: Teachers are advised to design curriculum covering AI ethics, safety and responsible design.

Before implementing any AI tools in the classroom, teachers are required to consult the 'Age-Appropriate Usage' section of this policy to ensure compliance.

Assessments

While AI may be used to support with creation of assessments, mark schemes, and rubrics. However, it's crucial to remember that no AI tool currently on the market can flawlessly detect AI-generated work. As such, careful checks and balances are paramount to ensure both quality and fairness.

 Area for attention:

• **Quality Assurance:** All AI-generated assessments, mark schemes, and rubrics shall be subject to a comprehensive review by qualified subject experts to ensure their accuracy, relevance to learning objectives, and appropriate scope and rigor. Any identified shortcomings in AI-generated content must be rectified before the assessment is given to students.

• **Bias Avoidance**: Continuous monitoring shall be in place to detect and rectify any biases in AIgenerated content that may inadvertently disadvantage specific student groups.

• **Human Oversight for High-Stakes Assessments**: For high-stakes evaluations, the school mandates minimal dependence on AI-generated content. Direct human creation or thorough human review is required.

• **Scoring and Evaluation**: AI-generated scores or feedback shall not be adopted for official student evaluation or grading without a mandatory human review. The school recognises that automated scoring systems, while advanced, are not infallible.

• **Feedback Generation:** While AI can be employed to generate personalised feedback, all such feedback must be approved by relevant educators before dissemination to students.

• **Transparency:** The school commits to maintaining transparency with its student body regarding the extent and manner of AI utilisation in their assessments. The goal should be to prudently utilise AI's efficiency for assessments while ensuring its limitations are addressed through ongoing human oversight and auditing.

Privacy and Data Governance

Commitment to Privacy and Data Ethics

Our school is committed to protecting student and staff privacy and adhering to ethical data practices. We recognise the sensitivity of personal data used in AI systems and our duty to ensure its security and proper handling.

Data Collection and Use

We only collect the minimum required student and staff data for legitimate educational purposes. This data is anonymised where possible and securely stored with access controls.

Individual Rights and Control

Individuals have the right to:

• Know what data is collected about them and understand how it is used.

• Provide consent for usage of their personal data.

• Request access to their data and have inaccuracies corrected.

• Have their data deleted upon leaving the school.

Third Party Data Sharing

We only share data when necessary to support student learning and growth. Any third parties must uphold strong data privacy standards.

Ongoing Oversight

Regular policy and procedure reviews will be conducted to ensure data practices remain ethical and secure.

Ensuring AI System Reliability and Security

Our school takes appropriate measures to guarantee the technical robustness and safe functioning of AI technologies, including:

• Implementing rigorous cybersecurity protocols and access controls to protect AI systems and educational data from unauthorised access or misuse.

• Conducting frequent monitoring, audits and testing of AI systems to validate accuracy, identify biases, and ensure alignment with intended uses.

• Establishing oversight procedures and controls around data practices, system changes, and incident response to maintain integrity.

• Being transparent with students, parents and staff about how AI systems function, how decisions are made, and how educational data is handled to build understanding.

• By proactively evaluating AI systems and strengthening technical safeguards, we aim to minimise risks and build trust. Our priority is developing an educational environment where students and teachers can safely reap the benefits of AI, with assurances around security and accountability.

Safeguarding and AI Risk Mitigation

The integration of AI technologies within our school environment introduces emerging risks that require ongoing mitigation to ensure student wellbeing. We take a proactive approach to safeguarding including:

Student Data Privacy

• Student personal data used by AI systems is protected through strong cybersecurity measures like encryption, access controls, and secure storage.

• Data collection and sharing with third parties is minimised and carefully managed under data protection laws.

• Students, parents, and staff can review what data is held and how it is used.

Appropriate and Lawful Content

• AI applications like chatbots are configured to avoid providing harmful, dangerous, explicit, or illegal content to students.

• The school condemns the creation and spread of synthetic child exploitation material, non-consensual deepfakes, amplification of harmful content, and manipulation using AI systems, whether occurring inside or outside of school, and will take appropriate disciplinary action.

• Age suitability filters are applied to AI search tools, recommendations, and interactions.

• Generated text, images, and other outputs are reviewed for inappropriate content before student access.

Online Safety and Wellbeing

• Students are taught safe, ethical norms for using AI responsibly under staff guidance and oversight.
• Student wellbeing is monitored for overreliance on prescriptive AI systems. Teacher mentoring develops self-direction.

Fairness and Non-Discrimination

• AI systems are regularly audited for potential biases that could lead to unfair or discriminatory impacts on diverse students.

• Human oversight is maintained to prevent marginalization and ensure inclusive educational outcomes.

Transparency and Accountability

• Regular compliance reviews evaluate effectiveness and ethics. Issues are addressed transparently with stakeholders.

Safeguarding and AI Risk Mitigation

The integration of AI technologies within our school environment introduces emerging risks that require ongoing mitigation to ensure student wellbeing. We take a proactive approach to safeguarding including:

Student Data Privacy

• Student personal data used by AI systems is protected through strong cybersecurity measures like encryption, access controls, and secure storage.

• Data collection and sharing with third parties is minimized and carefully managed under data protection laws.

• Students, parents, and staff can review what data is held and how it is used.

Appropriate and Lawful Content

• AI applications like chatbots are configured to avoid providing harmful, dangerous, explicit, or illegal content to students.

• Age suitability filters are applied to AI search tools, recommendations, and interactions.

• Generated text, images, and other outputs are reviewed for inappropriate content before student access.

Misinformation and Trust:

• AI-generated content can sometimes be misleading or incorrect.

• Students need to be taught to cross-check and validate information, even if it's generated by sophisticated AI systems.

Online Safety and Wellbeing

• Students are taught safe, ethical norms for using AI responsibly under staff guidance and oversight.
• Prolonged interaction with AI-driven platforms can contribute to excessive screen time, potentially impacting physical health.

• Over-reliance on AI tools can hamper students' creativity and problem-solving skills.

• Students will be educated about the digital footprints they leave when interacting with AI platforms and how this data can be used or misused.

Fairness and Non-Discrimination

• AI systems are regularly audited for potential biases that could lead to unfair or discriminatory impacts on diverse students.

• Human oversight is maintained to prevent marginalization and ensure inclusive educational outcomes.

Emotional and Social Impact:

• AI can influence students' emotional and social development. Monitoring should be in place to detect over-dependence or unhealthy attachments to AI systems.

• Programs can be developed to teach students about the limitations of AI in understanding human emotions and social contexts.

Transparency and Accountability

• Regular compliance reviews evaluate effectiveness and ethics.

IMPLEMENTATION

All school community members are expected to comply with this policy. Breaches of this policy will be evaluated on a case-by-case basis. Report any concerns about misuse immediately.

MONITORING ARRANGEMENTS

This policy will be reviewed as frequently, proactively monitoring emerging best practices, to ensure it remains current. The review process will incorporate input from students, staff, parents, and other stakeholders.

Document Control Information			
Author	Matthew Wemyss ChatGPT 3	**Status**	Approved
Version	1.1	**Date**	11/10/2023
Approved by		**Signed**	
Approved Date		**Review Date**	07/07/2024
Location	https://atelier21schools.co.uk/parents/#Policies		

Document Review			
Version	**Amendment**	**By**	**Date**
1.0	Initial Release	Mags Cummings	3.11.21
1.1	General update	Tim Antill	07/07/2023