

Queensway AI Policy



Rationale

As a school we recognise the valuable potential that Artificial Intelligence (AI) holds for schools. For example, it can be used to enhance pedagogical methods, customise learning experiences and progress educational innovation, while also supporting administrative tasks. We are also aware of the risks posed by the use of AI, including data protection breaches, copyright issues, ethical complications and safeguarding. Therefore, the aim of this policy is to establish guidelines for the ethical, secure and responsible use of AI across our school community. This policy covers the use of AI tools by school staff, governors and pupils, including generative chatbots such as Copilot.

Aims

This policy aims to:

- Support the use of AI to enhance teaching and learning
- Support staff to explore AI solutions to improve efficiency and reduce workload
- Promote equity in education by using AI to address learning gaps and provide personalised support
- Ensure that AI technologies are used ethically and responsibly by staff, governors and pupils
- Protect the privacy and personal data of staff, governors and pupils in compliance with UK GDPR
- Promote the school's core values of **resilience, respect and kindness** through the use of AI, ensuring that all members of the school community engage with these technologies thoughtfully, responsibly and with consideration for others

Definitions

This policy refers to both 'open' and 'closed' generative AI tools. These are defined as follows:

- **Open generative AI tools** are accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information.
- **Closed generative AI tools** are generally more secure, as external parties cannot access the data you input.

Legislations

This policy reflects good practice guidelines/recommendations in the following publications:

- **AI regulation white paper**, published by the Department for Science, Innovations and Technology, and the Office for Artificial Intelligence
- **Generative artificial intelligence (AI) and data protection in schools**, published by the Department for Education (DfE)

This policy also meets the requirements of the:

- UK General Data Protection Regulation (UK GDPR)
- **Data Protection Act 2018 (DPA 2018)**

Regulatory Principles:

We follow the 5 principles set out the **AI regulation white paper**.

REGULATORY PRINCIPLE	WE WILL ...
Safety, security and robustness	<ul style="list-style-type: none"> • Ensure that AI solutions are secure and safe for users and protect users' data • Ensure we can identify and rectify bias or error • Anticipate threats such as hacking

REGULATORY PRINCIPLE	WE WILL ...
Appropriate transparency and explainability	<ul style="list-style-type: none"> • Be transparent about our use of AI and make sure we understand the suggestions it makes
Fairness	<ul style="list-style-type: none"> • Only use AI solutions that are ethically appropriate, equitable and free from prejudice - in particular, we will fully consider any bias relating to protected characteristics before using AI, monitor bias closely and correct problems where appropriate
Accountability and governance	<ul style="list-style-type: none"> • Ensure that the governing board and staff have clear roles and responsibilities in relation to the monitoring, evaluation, maintenance and use of AI
Contestability and redress	<ul style="list-style-type: none"> • Make sure that staff are empowered to correct and overrule AI suggestions - decisions should be made by the user of AI, not the technology • Allow and respond appropriately to concerns and complaints where AI may have caused error resulting in adverse consequences or unfair treatment

Roles and Responsibilities

123ICT will:

- Provide the technical support required to deploy the AI tools needed on devices
- Maintain the filtering systems to restrict inappropriate AI tools.
- Offer advice and guidance on AI.

The **Headteacher** will:

- Take responsibility for the day-to-day leadership and management of AI use in the school
- Liaise with the data protection officer (DPO) to ensure that the use of AI is in accordance with data protection legislation
- Ensure that the use of AI is in accordance with Keeping Children Safe in Education and the school's child protection and safeguarding policy in their role as DSL and respond to safeguarding incidents in line with these policies
- Ensure that the guidance set out in this policy is followed by all staff
- Sign off on appropriate uses of AI, or new AI tools, taking into account advice from the DPO, Computing Lead and 123ICT
- Liaise with the Computing Lead about new and emerging safeguarding threats posed by AI to update and deliver staff training on AI safeguarding threats
- Understand the filtering and monitoring systems and processes in place on school devices

The **Computing Leader** will:

- Review and update the AI policy as appropriate
- Ensure all staff are appropriately trained in the effective use and potential risks of AI
- Liaise with staff and the headteacher about new ideas for the use of AI
- Understand the filtering and monitoring systems and processes in place on school devices

The **Governors** will:

- Take overall responsibility for monitoring this policy and holding the headteacher to account for its implementation
- Ensure the headteacher and Computing lead are appropriately supported to make informed decisions regarding the effective and ethical use of AI in school

The **DPO** will:

- Take responsibility for monitoring and advising on our compliance with data protection law, including in relation to the use of AI.

All staff and Governors will:

- Use AI in accordance with the guidelines set out in this policy
- Use only approved AI tools as detailed in this policy
- Seek advice from the Headteacher, Computing Lead and DPO as appropriate
- Report safeguarding concerns to the DSL in line with our school's child protection and safeguarding policy
- Check whether they are using an open or closed generative AI tool
- Ensure that there is no identifiable information included in what they put into open AI tools
- Acknowledge or reference the use of AI in their work
- Fact-check results to ensure that information is accurate.
- Not use AI to mark work

Approved Use of AI

As part of our aim to reduce staff workload while improving outcomes for our pupils, we encourage staff to explore opportunities to meet these objectives through the use of approved AI tools. Generative AI tools can make certain tasks quicker and easier to complete but cannot replace the judgement and knowledge of a human expert. Whatever tools or resources are used to produce plans, policies and documents, the quality and content of the final document remains the professional responsibility of the person who produced it. Any plans, policies and documents created using AI should be clearly attributed. Any member of staff or governor using an AI-generated plan, policy or document should only share the AI-generated content with other members of staff or governors for use if they are confident of the accuracy of the information, as the content remains the professional responsibility of the person who produced it.

Always consider whether AI is the right tool to use. Eventhough the school has approved its use, it doesn't mean it will always be appropriate.

Process for Approval

Staff are welcome to suggest new ways of using AI to improve pupil outcomes and reduce workload. Staff should contact the Computing lead with any ideas they may have with regards to using AI, who will liaise with the Headteacher. The Headteacher is responsible for signing off on approved uses of AI and new AI tools, taking into account advice from the Computing lead and the DPO.

Data Protection and Privacy

To make sure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots. If personal and/or sensitive data is entered into an unauthorised generative AI tool, we will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy.

Intellectual Property

Most generative AI tools use inputs submitted by their users to train and refine their models. Pupils own the intellectual property (IP) rights to original content they create. This is likely to include anything that shows

working out or is beyond multiple choice questions. Pupils' work must not be used by staff to train generative AI models without appropriate consent or exemption to copyright.

Ethical and Responsible Use (including bias and equality)

As a school, we are aware that AI tools can perpetuate existing biases, particularly towards protected characteristics including sex, race and disability. For this reason, critical thought must be applied to all outputs of authorised AI applications to fact and sense-check it. Staff training will be given to ensure that we can identify and rectify bias. We will also regularly review our use of AI to identify and correct any biases that may arise. If parents/carers or pupils have any concerns or complaints about potential unfair treatment or other negative outcomes as a consequence of AI use, these will be dealt with through our usual complaints procedure.

We will always:

- Use generative AI tools ethically and responsibly
- Remember the principles set out in our school's equality policy when using generative AI tools
- Consider whether the tool has real-time internet access or access to information up to a certain point in time, as this may impact upon the accuracy of the output
- Fact and sense-check before relying on it

Staff and governors must not:

- Generate content to impersonate, bully or harass another person
- Generate explicit or offensive content
- Input offensive, discriminatory or inappropriate content as a prompt

Raising Concerns

We encourage staff and governors to speak to the Headteacher or Computing Leader in the first instance if they have any concerns about a proposed use of AI, or the use of AI that may have resulted in errors that lead to adverse consequences or unfair treatment. Safeguarding concerns arising from the use of generative AI must be reported immediately to the DSL in accordance with our school's child protection and safeguarding policy.

Use of AI by Pupils

We recognise that AI has many uses to help pupils learn but, at the moment, students should not have access to generative AI tools in the classroom. AI can lend itself to cheating and plagiarism so to mitigate this, pupils must not use AI tools to write their homework where AI-generated text is presented as their own work.

Parents and AI

Parents will be kept up-to-date with the associated risks of their children using AI by means of the termly newsletter and in conversation with the HSCLW where appropriate. Parents are encouraged to support their children in completing their homework independently and without the use of AI. As detailed in the Homework Policy, homework set is within the capabilities of all pupils and therefore should be their own ideas written in their own words.

Staff Training

As a school, we are committed to helping staff and governors reduce their workload. We aim to keep staff up-to-date with developments in AI. Training on the AI will be given during staff meetings (including the ethical and responsible use of AI, online safeguarding and safe internet use, ways in which AI can be used to reduce workload etc.). As well as this, memos will be disseminated to highlight any key changes or updates in good practice. Any significant updates will be discussed during staff meetings or the morning

briefing. The Computing lead will be responsible for ensuring that staff CPD in this area is rolled out in collaboration with the headteacher.

Referral to our Child Protection and Safeguarding Policy

The school is aware that the use of generative AI may in some circumstances lead to safeguarding concerns including, but not limited to:

- Sexual grooming
- Sexual harassment
- Sexual extortion
- Child sexual abuse/exploitation material
- Harmful content
- Harmful advertisements and promotions
- Bullying

Where there are safeguarding concerns arising from the use of generative AI, a report must be made to the DSL immediately. Any such incident will be dealt with according to the procedures set out in the school's child protection and safeguarding policy and child protection referral process.

Breach of Policy

By staff:

Breach of this policy by staff will be dealt with in line with our staff code of conduct.

Where disciplinary action is appropriate, it may be taken whether the breach occurs:

- During or outside of working hours
- On an individual's own device or a school device
- At home, at school or from a remote working location

Staff members will be required to co-operate with any investigation into a suspected breach of this policy. This may involve providing us with access to:

- The generative AI application in question (whether or not it is one authorised by the school)
- Any relevant passwords or login details

Staff must report any breach of this policy, either by themselves or by another member of staff, to the Headteacher immediately.

By governors:

If governors are found in breach of this policy, the chair will be notified and they will seek advice from Governor Services

Monitoring and Transparency

AI technology, and the benefits, risks and harms related to it, evolves and changes rapidly. Consequently, this policy is a live document that must be kept updated by the Computing Leader whenever there is a significant change to either AI use by the school or the associated risks of AI usage. This policy will also be regularly reviewed and updated to align with emerging best practices, technological advancements and

changes in regulations. The policy will be shared with the full governing board. All teaching staff are expected to read and follow this policy. The headteacher is responsible for ensuring that the policy is followed and will monitor the effectiveness of AI usage across the school. We will ensure we keep members of the school community up to date on the use of AI technologies for educational purposes. As part of our regular surveys, feedback from pupils, parents/carers and staff will be considered in the ongoing evaluation and development of AI use in school.

Links With Other Policies

This AI policy is linked to our:

- Data protection policy
- Safeguarding/child protection policy
- Homework policy
- Behaviour policy
- Staff code of conduct
- Marking and feedback policy
- ICT acceptable use policy
- Online safety policy
- Equality policy

Review

This policy will be reviewed by the Head Teacher and the Senior Leadership Team every three years.

Head TeacherDate

Appendix 1: Approved uses of AI tools

APPROVED AI TOOLS	APPROVED FOR	APPROVED USES
Copilot	<ul style="list-style-type: none"> • SLT • Teachers • Governors 	<ul style="list-style-type: none"> • Lesson planning • Resources • Report writing • Letter writing • Updates about curriculum areas • Writing policies and documents • Analysing/summarising data • Image generation • Creating slides

APPROVED AI TOOLS	APPROVED FOR	APPROVED USES
Teachmate AI Google AI tools ChatGPT Do not put any sensitive or identifying information into any of these AI systems.	<ul style="list-style-type: none"> • SLT • Teachers • Governors 	<ul style="list-style-type: none"> • Lesson planning • Resources • Updates about curriculum areas • Image generation • Creating slides
KeyGPT Do not put any sensitive or identifying information into any of these AI systems.	<ul style="list-style-type: none"> • SLT • Governors 	<ul style="list-style-type: none"> • Letter to parents/carers • Job descriptions and adverts • Interview questions
Oak Academy AI lesson planner Do not put any sensitive or identifying information into any of these AI systems.	<ul style="list-style-type: none"> • Teachers 	<ul style="list-style-type: none"> • Lesson planning