



FINHAM PARK  
MULTI ACADEMY TRUST

## Artificial Intelligence (AI) policy

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## 1. Aims and scope

Here at Finham Park MAT, we understand the valuable potential that artificial intelligence (AI), including generative AI, holds for schools. For example, it can be used to enhance pedagogical methods, customise learning experiences and progress educational innovation.

We are also aware of the risks posed by AI, including data protection breaches, copyright issues, ethical complications, safeguarding and compliance with wider legal obligations.

Therefore, the aim of this policy is to establish guidelines for the ethical, secure and responsible use of AI technologies across our whole school community.

This policy covers the use of AI tools by school staff, governors and pupils. This includes generative chatbots such as ChatGPT and Google Gemini (please note, this list is not exhaustive).

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
- Prepare staff, governors and pupils for a future in which AI technology will be an integral part
- 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 all staff, governors and pupils
- Protect the privacy and personal data of staff, governors and pupils in compliance with the UK GDPR

### 1.1 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

## 2. Legislation

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

- [AI regulation white paper](#), published by the Department for Science, Innovation 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) – the EU GDPR was incorporated into UK legislation, with some amendments, by [The Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\) Regulations 2020](#)
- [Data Protection Act 2018 \(DPA 2018\)](#)

### 3. Regulatory principles

We follow the 5 principles set out in the [AI regulation white paper](#).

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

## 4. Roles and responsibilities

### 4.0 AI lead

Our FPMAT generative AI lead is Will Keddie. He is responsible for the day-to-day leadership, ownership and management of AI use in the MAT. At school level, the AI lead will be a member of the Senior Leadership Team.

### 4.1 Trustees and Local Governing board

The MAT trustees and school local governing boards will:

- Take overall responsibility for monitoring this policy and holding the headteacher to account for its implementation in line with the school's AI strategy
- Ensure the headteacher is/are appropriately supported to make informed decisions regarding the effective and ethical use of AI in the school
- Adhere to the guidelines below to protect data when using generative AI tools:
  - Use only approved AI tools (see section 5 and appendix 1)
  - Seek advice from IT Support team and the designated safeguarding lead, as appropriate
  - Check whether they are using an open or closed generative AI tool
  - Ensure there is no identifiable information included in what they put into open generative AI tools
  - Acknowledge or reference the use of generative AI in their work
  - Fact-check results to make sure the information is accurate

### 4.2 Headteacher

The headteacher will:

- Take responsibility for the day-to-day leadership and management of AI use in the school or delegate to an AI/IT lead within the school.
- Liaise with the data protection officer (DPO) to ensure that the use of AI is in accordance with data protection legislation
- Liaise with the DSL to ensure that the use of AI is in accordance with Keeping Children Safe in Education and the school's child protection and safeguarding policy
- Ensure that the guidance set out in this policy is followed by all staff
- Review and update this AI policy as appropriate, and at least annually.
- Ensure staff are appropriately trained in the effective use and potential risks of AI
- Make sure pupils are taught about the effective use and potential risks of AI
- Sign off on approved uses of AI, or new AI tools, taking into account advice from the DPO, Head of MAT IT Services and data protection impact assessments

### 4.3 Data protection officer (DPO)

The data protection officer (DPO) is responsible for monitoring and advising on our compliance with data protection law, including in relation to the use of AI.

Our MAT DPO is Rachel Canning and is contactable via [r.canning@finhampark.co.uk](mailto:r.canning@finhampark.co.uk).

Each school has their own named DPO who reports to Rachel Canning.

### 4.4 Designated safeguarding lead (DSL)

The DSL is responsible for monitoring and advising on our compliance with safeguarding requirements including in relation to the use of AI, such as:

- Being aware of new and emerging safeguarding threats posed by AI

- Updating and delivering staff training on AI safeguarding threats
- Responding to safeguarding incidents in line with Keeping Children Safe in Education (KCSIE) and the school's child protection and safeguarding policy
- Understanding the filtering and monitoring systems and processes in place on school devices

The MAT DSL is Rebecca Diaz and is contactable via [r.diaz@finhamparkmat.co.uk](mailto:r.diaz@finhamparkmat.co.uk).

Each school has their own named DPO who reports to Rebecca Diaz.

## 4.5 All staff

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. Any use of AI must follow the guidelines set out in this policy.

To protect data when using generative AI tools, staff must:

- Use only approved AI tools (see section 5 and appendix 1)
- Seek advice from the data protection officer / IT / AI lead, 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 there is no identifiable information included in what they put into open generative AI tools
- Acknowledge or reference the use of generative AI in their work
- Fact-check results to make sure the information is accurate

All staff play a role in ensuring that pupils understand the potential benefits and risks of using AI in their learning. All of our staff have a responsibility to guide pupils in critically evaluating AI-generated information and understanding its limitations.

## 4.6 Pupils

Pupils must:

- Follow the guidelines set out in section 7 of this policy ('Use of AI by pupils')

# 5. Staff and governors' use of AI

## 5.1 Approved use of AI

We are committed to helping staff and governors reduce their workload. Generative AI tools can make certain written 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 or documents, the quality and content of the final document remains the professional responsibility of the person who produced it.

Any plans, policies or 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. Just because the school has approved its use doesn't mean it will always be appropriate.

## 5.2 Closed Generative AI vs Open Generative AI

Feature	Closed AI's (using secured API)	Open AI's
<b>Use of data for training models</b>	<b>Your data is not used for training.</b> Closed AI uses a specialized version of the OpenAI API where uploaded files and conversations are explicitly excluded from model training.	<b>Your data may be used for training.</b> For the free version of ChatGPT, your conversations and files may be used to train and improve OpenAI's models unless you explicitly opt out.
<b>Data retention</b>	<b>Strict, limited retention.</b> Data is processed and then deleted by third-party providers (OpenAI, Anthropic, Mistral) after your request is completed. This includes strict data processing agreements to ensure this happens in compliance with UK law.	<b>Retained for a set period.</b> By default, uploaded data is retained for up to 30 days for abuse monitoring, although you can request deletion.
<b>Control and auditing</b>	<b>Controlled by the 3<sup>rd</sup> party.</b> As a business partner, closed AI's have greater control over its API usage and implement specific agreements and security reviews to protect user data.	<b>Managed by the individual user.</b> Your privacy and data controls are managed on an individual basis through your personal OpenAI account settings.
<b>Data visibility</b>	<b>Limited visibility.</b> As the user, your documents are visible to the AI system during processing, but many closed AI's protocols ensure they are not used for unintended purposes.	<b>Shared conversations.</b> If you share a conversation or use certain features, the content may be accessible to others.
<b>Processing location</b>	<b>Mostly UK, with GDPR compliance.</b> Most processing is done within the UK. For requests processed by US providers (OpenAI, Anthropic), data processing agreements ensure compliance with UK data protection legislation.	<b>US-centric.</b> OpenAI is a US-based company, and while it supports GDPR compliance, your data is primarily processed through its in

## 5.3 Process for approval

Staff are welcome to suggest new ways of using AI to improve pupil outcomes and reduce workload. Staff should contact the headteacher to discuss any ideas they may have with regards to using AI, so the headteacher can take the suggestions forward if they deem it to be a satisfactory new method of working.

The headteacher is responsible for signing off on approved uses of AI, or new AI tools, taking into account advice from the AI lead for FPMAT the DPO and data protection impact assessments.

## 5.4 Data protection and privacy

To ensure 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, Finham Park MAT will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection and data breach policies - <https://finhamparkmultiacademytrust.co.uk/policies/>. Please also refer to section 10 of this policy.

## 5.5 Intellectual property

Most generative AI tools use inputs submitted by 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.

Exemptions to copyright are limited – we will seek legal advice if we are unsure as to whether we are acting within the law.

## 5.6 Bias

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. This means fact and sense-checking the output.

We will ensure we can identify and rectify bias or error by training staff in this area.

We 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.

<https://finhamparkmultiacademytrust.co.uk/policies/>

## 5.7 Raising concerns

We encourage staff and governors to speak to the headteacher 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.

## 5.8 Ethical and responsible use

We will always:

- Use generative AI tools ethically and responsibly
- Remember the principles set out in FPMATs equality policy when using generative AI tools  
<https://finhamparkmultiacademytrust.co.uk/wp-content/uploads/2024/07/FPMAT-Educational-Inclusion-and-Equal-MAT.pdf>
- Consider whether the tool has real-time internet access, or access to information up to a certain point in time, as this may impact the accuracy of the output
- Fact and sense-check the output 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

## 6. Educating pupils about AI

Here at Finham Park MAT we acknowledge that pupils benefit from a knowledge-rich curriculum that allows them to become well-informed users of technology and understand its impact on society. Strong foundational knowledge will ensure that pupils develop the right skills to make the best use of generative AI. Through their curriculum journey at FPMAT, they will be covering subjects such as:

- Creating and using digital content safely and responsibly
- The limitations, reliability and potential bias of generative AI
- How information on the internet is organised and ranked
- Online safety to protect against harmful or misleading content



## 7. Use of AI by pupils

We recognise that AI has many uses to help pupils learn. However, open generative AI tools should not be used by students because they may expose them to inappropriate or inaccurate content, collect personal data and operate outside the safeguarding and data protection standards required in schools. Their use also raises risks around academic integrity, copyright, and misinformation that students may not yet be equipped to manage responsibly. Students must not use open generative AI tools (such as ChatGPT, Google Gemini, DALL-E, or similar publicly available platforms) for school-related work or activities. Instead, approved closed AI solutions must be used for any AI-assisted tasks. (see appendix 1). FPMAT has produced a guide for students to remind all of our core principles. (see appendix 2).

Pupils may use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images

All AI-generated content must be properly attributed and appropriate for the pupils' age and educational needs.

AI may also lend itself to cheating and plagiarism. To mitigate this, pupils may not use AI tools:

- During assessments, including internal and external assessments, and coursework
- To write their homework or class assignments, where AI-generated text is presented as their own work
- To complete their homework, where AI is used to answer questions set and is presented as their own work (for example, maths calculations)

This list of AI misuse is not exhaustive.

Where AI tools have been used as a source of information, pupils should reference their use of AI. The reference must show the name of the AI source and the date the content was generated.

At Finham Park MAT, we consider any unattributed use of AI-generated text or imagery to be plagiarism and will follow our plagiarism procedures as set out in each school.

Pupils must consider what is ethical and appropriate in their use of AI and must not:

- Generate content to impersonate, bully or harass another person
- Generate or share explicit or offensive content, including, but not limited to, generating inappropriate or sexualised images of pupils
- Input offensive, discriminatory or inappropriate content as a prompt

## 8. Formal assessments

We will continue to take reasonable steps where applicable to prevent malpractice involving the use of generative AI in assessments. See our exams / assessment policies in each school.

We will follow the latest guidance published by the Joint Council for Qualifications (JCQ) on [AI use in assessments](#).

## 9. Staff training

- The Finham Park Multi-Academy Trust (FPMAT) recognises that the responsible and effective use of Artificial Intelligence requires ongoing professional development. Each school within the Trust will determine its own priorities for staff training in line with its strategic and operational needs, reflecting the emerging opportunities and challenges that AI presents.
- Staff members may request AI-related professional development through their school's CPD lead, following the same process as for other aspects of their development. In addition, FPMAT will provide regular training opportunities as part of its wider annual CPD package on Artificial Intelligence. Key leads within each school will also play an active role in sharing their expertise and best practice as understanding and technologies continue to evolve.

## 10. 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. Individual school safeguarding policies can be viewed on FPMAT school websites.

## 11. Breach of this policy

### 11.1 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

You must report any breach of this policy, either by you or by another member of staff, to the headteacher immediately.

### 11.2 By governors

Governors found in breach of this policy will be investigated in line with the FPMAT trustee and LGB Code of Conduct: <https://finhamparkmultiacademytrust.co.uk/governance/>

### 11.3 By pupils

Any breach of this policy by a pupil will be dealt with in line with the school behaviour policy and, if required, our child protection and safeguarding policy.

## **12. 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 Will Keddie, Digital Transformation Lead for FPMAT, 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 at least annually.

All teaching staff are expected to read and follow this policy. Headteachers are responsible for ensuring that the policy is followed.

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.

## Appendix 1: Approved uses of AI tools (table)

Note that open-source AI tools / open AI tools, meaning tools that anyone can access and modify, should only be used for tasks that don't require personal information to be input. Many 'closed' AI tools utilise special versions of APIs from OpenAI, Anthropic, Mistral, etc. These agreements ensure that your uploaded files are not used to train their models and that data is not stored by these third-party providers after processing. In these cases, for data sent to US-based providers, data processing agreements are in place to comply with UK data protection laws. Other data is processed and stored within the UK. Many tools also have limited memory of past conversations, reducing the permanent retention of detailed upload records.

APPROVED AI TOOLS	TYPE	WHAT IT DOES	URL	SUBSCRIPTION
KeyGPT	Closed.	An AI assistant tailored for school leaders, generating documents, guidance and ideas. It's currently in beta and free for users invited to the "AI Playground"; no charge is made yet and the features are included in existing subscriptions.	<a href="https://ai.thekeysupport.com/">https://ai.thekeysupport.com/</a>	Part of the FPMAT UsetheKey subscription.
Oak Academy AI lesson planner	Closed	Oak National Academy Labs provides <b>Aila</b> , an AI-powered assistant that helps teachers quickly generate curriculum-aligned lessons, slides, quizzes, and resources for the classroom. For non-teaching staff, it offers a safe, guided way to explore how AI can streamline planning and administrative tasks while maintaining strong data protection and educational standards.	<a href="https://labs.thenational.academy/">https://labs.thenational.academy/</a>	Free
TeachMateAI	Closed	An AI assistant for teachers that automates lesson and admin tasks. Free / free-tier: You get access to basic tools like the Report Writer, Activity Ideas Generator, and Maths Starter Questions with a free account. What the Pro subscription offers: access to all of its AI tools (beyond the free ones), ability to save content, future feature access, "beautiful content downloads," time-saved tracking, curriculum specific resources, and more.	<a href="https://teachmateai.com/">https://teachmateai.com/</a>	Free or £6.99 per month per user
Magic School AI	Closed USA	AI platform helping teachers generate lessons, feedback, communications, differentiation tools. Free / free-tier: Yes — offers access to dozens of "Magic Tools" including lesson plan generation, feedback, rubrics, IEP drafting, quizzes, and more. Subscription / paid plans: Paid plans unlock additional capacity, priority access, and premium features.	<a href="https://www.magicschool.ai/">https://www.magicschool.ai/</a>	Free and subscription (contact for more)

APPROVED AI TOOLS	TYPE	WHAT IT DOES	URL	SUBSCRIPTION
TeacherMatic	Closed	AI platform generating resources and admin tools for all school roles. Examples are Lesson Plan Generator, Scheme of Work Generator, Multiple Choice Quiz (MCQ) Maker, Class / Classroom Question Generator, Rubric / Assessment Criteria Generator, Glossary / Terminology Generator, Image-Based Content Generator (turn an uploaded image into lesson plan / quizzes etc.), Meeting / Transcript-based Generator (summaries, action plans from meeting transcripts), Chat / “catch-all” mode to handle requests not covered by a specific generator, Generators for leadership, HR, admin, communications, policy writing etc.	<a href="https://teachermatic.com/">https://teachermatic.com/</a>	Free-tier: with access to all generators but usage limits apply. Standard: £9.99/month gives 30 generations/day. Pro: £18/month gives 150 generations /day

# Student Guide for AI Use in School



Here's a comprehensive set of rules for students regarding AI use at your school:

At Finham Park Multi-Academy Trust (FPMAT), we recognise the enormous potential of artificial intelligence as a powerful educational tool. It is vitally important that all students develop the skills to use AI safely, responsibly and legally - both in school and beyond. These guidelines have therefore been designed to support and protect everyone within the Finham Park Multi-Academy Trust community.



## Do's

### Use AI Responsibly

- Only use school-approved AI tools
- Ask your teacher before using any new AI application
- Use AI for research, brainstorming and understanding difficult concepts
- Always declare when you've used AI to help with your work
- Check AI-generated information for accuracy - it can be wrong or biased

### Protect Yourself and Others

- Keep all personal information private - never enter names, photos, addresses or sensitive data into AI tools.
- Report any concerning content to a trusted adult immediately
- Think critically about AI outputs - they may contain bias or misinformation



## Don'ts

### Academic Integrity

- Never submit AI-generated work as your own - this is malpractice
- Don't use AI for exams, coursework, or assessed work without permission

### Safeguarding - This is Serious

- Never use AI to create, access or share inappropriate sexual content
- Never create or share deepfake images or videos of anyone
- Remember: Creating or sharing sexual images of anyone under 18 is a crime - even if it's AI-generated, even if you have consent. This can result in criminal charges and imprisonment.

### Online Safety

- Don't trust everything AI tells you - it can create fake intimacy or give harmful advice
- Don't use AI to bully, harass, or harm others
- Don't share anything online that you wouldn't want distributed further



If you are unsure - speak to your teacher, designated safeguarding lead or any trusted adult.

**You won't be in trouble for reporting a concern.**

**Breaking these rules may result in disciplinary action, loss of IT access, and in serious cases, involvement of external authorities.**

# Staff Guide for AI Use in School



## Quick Reference Guide for All Staff (Teaching & Associate)

At Finham Park Multi-Academy Trust (FPMAT), we recognise the enormous potential of artificial intelligence as a powerful educational tool. It is vitally important that all staff develop the skills to use AI safely, responsibly and legally—both in school and beyond. These guidelines have therefore been designed to support and protect everyone within the Finham Park Multi-Academy Trust community.



### Do's

#### Use Approved Tools Only

- Only use school-approved AI tools (see Appendix 1 of AI policy)
- Use school email accounts to register with AI accounts for work purposes
- Contact your headteacher before using new AI tools

#### Protect Data - Critical

- Never enter personal or sensitive information into AI tools - names, addresses, photos, student data, internal documents, or strategic plans
- **Never upload documents containing sensitive school data to any AI tool unless explicitly vetted and approved for that purpose eg named EHCP**
- Check if you're using open or closed AI tools - **Open AI tools (like free ChatGPT) can use your data for training their systems and may store it for up to 30 days, creating serious data protection risks**
- Treat any data breach as serious - if personal/sensitive data is entered into unauthorised AI, this will be treated as a data breach and reported immediately to DPO

#### Maintain Professional Standards

- You remain professionally responsible for all AI-generated content - the quality and content of the final document remains your responsibility
- Clearly attribute and label all AI-assisted work
- Fact-check all outputs before using or sharing
- Prioritise human oversight - AI assists, doesn't replace your judgment. Final decisions, particularly those affecting people, must be made by humans

#### Protect Students

- Get pupil/parent consent before entering student work into AI tools that store or collect information for commercial purposes
- Guide pupils in critically evaluating AI-generated information
- Support learners on safe, ethical, appropriate AI use

#### Report Issues

- Report all AI incidents (data breaches, inappropriate outputs, misuse) immediately to relevant internal teams
- Report safeguarding concerns to DSL immediately



## Don'ts

### Data Protection Violations

- Don't use open generative AI tools (ChatGPT, Google Gemini, DALL-E) for school work - these tools may use your conversations to train their AI and can retain data, putting school information at risk
- Don't enter student names, photos, addresses or any identifiable information
- Don't input sensitive information such as internal documents or strategic plans into third-party AI tools unless explicitly vetted
- Don't upload any documents containing sensitive school data to AI tools

### Unethical Use

- Don't generate content to impersonate, bully or harass anyone
- Don't create explicit or offensive content
- Don't input offensive, discriminatory or inappropriate prompts

### Professional Misconduct

- Don't share AI-generated content without checking accuracy
- Don't use pupils' work to train AI without consent
- Don't rely on AI for final decisions about people



**Why Open AI is risky:** Open AI tools (like free ChatGPT) may use anything you type to improve their systems, can store your data for weeks and process it outside the UK without proper safeguards - meaning sensitive school information could be exposed or misused.

### Remember

- The quality and content of any AI-generated document remains your professional responsibility
- Just because AI is approved doesn't mean it's always appropriate
- You must report any breach of this policy immediately to the headteacher
- **Before uploading ANY document to an AI tool, ensure it contains no sensitive school data**
- **Open AI = Risk. Closed, approved AI = Safer. When in doubt, ask first.**

**When in doubt, ask before you act.**

**Consequences:** Breach of this policy when undertaking school-related tasks may result in disciplinary action as per the staff code of conduct - whether the breach occurs during/outside working hours, on personal/school devices or at home/school/remote locations