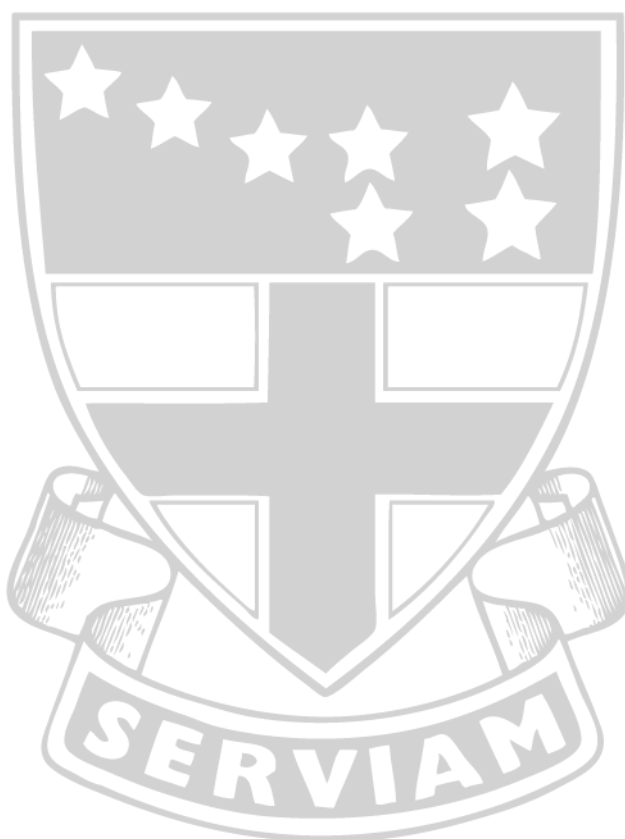


# **ARTIFICIAL INTELLIGENCE (AI) POLICY**



**Date of Review: NOVEMBER 2025**

**Date of Next Review: MARCH 2027**

# **ARTIFICIAL INTELLIGENCE POLICY**

## **1. PURPOSE**

The purpose of this policy document is to establish guidelines for the ethical, secure and responsible use of Artificial Intelligence (AI) technologies in our school community at St Angela's Ursuline School. Artificial Intelligence (AI) offers vast potential to enhance our students educational experiences and staff administrative efficiency but also comes with risks and challenges. Therefore this policy is designed to provide a framework for the appropriate use of AI technologies while ensuring that students' privacy, security and ethical consideration are taken into account

## **2. SCOPE**

This policy document applies to all members of our school community, including students, teachers, administrative staff and other stakeholders who may use AI technologies in the school environment. It particularly covers, although is not limited to, generative AI technologies, such as large language models (LLMs). The following stakeholders are involved in the implementation of this policy: school leadership, teachers, administrative staff, students, and parents/guardians.

## **3. POLICY STATEMENT**

St Angela's Ursuline School is committed to using AI technologies in an ethical, transparent and responsible manner. We acknowledge that AI technologies have the potential to significantly enhance student learning and engagement, but we also recognise the importance of protecting student privacy and ensuring that the use of these technologies is consistent with ethical considerations. The use of AI technologies in school aligns with our mission to provide high challenge subject specialist learning that equips students not only for examination but future employment and life success especially in the technologically advanced 21st century.

AI technologies have the potential to;

- Support with personalised learning and adaptive teaching resources
- Develop digital literacy skills
- Create administrative task efficiency

## **4. RESPONSIBILITIES**

The following individuals and groups are responsible for the implementation and maintenance of the policy:

1. *Senior leadership*: responsible for providing resources, training, guidance and support for the implementation of the policy.
2. *Teachers*: responsible for implementing the policy in their classrooms, including providing instruction on the ethical and responsible use of AI technologies.
3. *Administrative staff*: responsible for ensuring that AI technologies are used in compliance with the policy, including data privacy and security policies.
4. *Students*: responsible for using AI technologies in an ethical and responsible manner, as outlined in this policy. Will never input intellectual property and sensitive data into AI tools.
5. *Parents/Guardians*: responsible for supporting their children’s appropriate and ethical use of AI technologies in compliance with this policy.
6. *Data protection Officer*: responsible for ensuring the school use of AI does not breach the data protection guidelines and policy.

## 5. REGULATORY PRINCIPLE

St Angela's Ursuline School follows 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>   |

| REGULATORY PRINCIPLE       | WE WILL ...   |
|----------------------------|---|
| 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> |

## 7. ETHICAL CONSIDERATIONS, TRANSPARENCY AND ACCOUNTABILITY

St Angela's Ursuline School recognises the potential benefits of integrating artificial intelligence (AI) technologies into the educational environment. This policy outlines the principles and guidelines for the responsible use of AI within the school community, in accordance with the standards set forth by the Joint Council for Qualifications (JCQ) and the Department for Education (DfE). The school will communicate how AI technologies are being used, providing information about the purpose, functionality, and potential impact on students and staff. As outlined above there are clear lines of accountability for the use of AI technologies within the school to ensure proper oversight and decision-making. There will always be human oversight and control over any AI systems, particularly in decision-making processes that may impact students' education.

The School:

- Will promote a culture of ethical AI use among all stakeholders
- Will promote an environment of transparency about AI use within the school

Staff:

- Must regularly review and evaluate any AI applications they use, and the materials they have been used to produce, for bias, fairness, accuracy, quality, alignment with school policies and from a values perspective
- Should foster an environment of transparency about AI use within the school.
- Must report any instances of unethical AI use by staff or students via the Data Breach Form under the Forms section in the staff bookmarks
- Must critically evaluate the outputs of generative AI for accuracy, bias and appropriateness, ensuring human oversight is at the centre of their actions taken and accountability.

Students:

- Should understand and respect the ethical implications of AI
- Must engage with AI tools responsibly, using them to support learning and personal development, respecting others and upholding ethical standards

- Must report any instances of unethical AI use to staff

Parents should:

- Encourage discussions about the ethical use of AI at home
- Stay informed about the AI tools and applications their children use
- Support the School's efforts to maintain ethical standards in AI usage
- Monitor their child's AI related activities and provide guidance as needed

## **8. ACCEPTABLE USE & DATA PROTECTION IMPLICATIONS OF USING AI**

St Angela's Ursuline School recognises the fundamental importance of student wellbeing and the safe use of the internet. Students should only use AI in a safe and responsible manner. Staff must educate students on the safe use of AI and the internet. The school's safeguarding and e-safety policies must be followed to ensure the safety and wellbeing of students. Clear guidelines will be communicated for the acceptable use of AI technologies within the school. Users will be educated on responsible and ethical use. The school prohibits the use of AI technologies for any activities that violate laws, regulations, or ethical standards. This includes but is not limited to cheating, plagiarism, and any form of academic dishonesty

St Angela's Ursuline School recognises that any information entered into a Generative AI model is no longer private or secure. Staff and pupils must not enter any personal information (personal data, intellectual property or private information (including commercially sensitive information, such as contracts) into any Generative AI model. Staff who utilise AI tools must ensure that the use is assessed using the FACTS framework to consider if a Data Protection Impact Assessment is required and follow the school Data Protection Policy.

## **9. ACADEMIC INTEGRITY**

AI can be used as an aid for academic purposes, such as research for homework, and assignments, where permitted by the teacher. However it is essential to note that students should not solely rely on AI to support their work. The use of AI must be in line with academic integrity guidelines as outlined in this policy and underpinned by the JCQ guidance (linked below). AI must not be used in exams, as this constitutes exam malpractice. Students must not use AI to answer exam questions or seek assistance during the exam. Staff should ensure that students are aware of this policy and the consequences of violating it.

St Angela's Ursuline School is committed to upholding academic integrity. Students are prohibited from using AI technologies to engage in cheating or plagiarism. Clear consequences will be outlined for academic misconduct related to AI use.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations.
- Failing to acknowledge use of AI tools when they have been used as a source of information. Incomplete or misleading acknowledgment of AI tools.
- Submitting work with intentionally incomplete or misleading references of bibliographies.

Suspected breaches of academic integrity related to the use of AI technologies will be treated in line with our behaviour policy and / or examinations / non-examinations policies as appropriate. Any breaches of the policy will result in disciplinary action.

## **10. ASSESSMENT PROCESSES**

As has always been the case at St Angela's Ursuline School, students must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work. AI tools must only be used when the conditions of the assessment permit the use of the internet and where the student is able to demonstrate that the final submission is the product of their own independent work and independent thinking.

St Angela's Ursuline School aligns with the JCQ guidelines AI Use in Assessments: Protecting the Integrity of Qualifications. The AI policy should be read in conjunction with this document linked below.

## **11. 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 \(DPA 2018\)](#)
- [JCO guidelines AI Use in Assessments](#)

This Policy also reflects and supports the requirements of existing school policies;

- [Online Safety Policy](#)
- [Child Protection & Safeguarding Policy](#)