



Excellence, compassion & respect for all

**FRAMWELLGATE
SCHOOL DURHAM**

Title and Description	Use of Artificial Intelligence (AI) in School
Date of last review	March 2026
Approved by	Academy Trust Board
To be reviewed by	Academy Trust Board
Responsibility	C.O.O. and Director of Safeguarding
Review period	Annual
Date of next review	March 2027



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Document History			
Version	Date of Review	Author	Notes on Revision
2	February 2026	Michele Osborne	P3 - AI Summary included. P6 Added additional guidance on personal identifiable data.

AI Summary

The policy outlines how Framwellgate School Durham should use AI safely, ethically, and securely. It approves only specific AI platforms and restricts the use of unvetted tools to protect data and maintain cybersecurity. Students may use AI in limited, supervised ways and must not rely on it for assignments or misuse it. Staff may use AI for planning, feedback, and administration while following data-protection rules. The policy emphasises academic integrity, GDPR compliance, safeguarding responsibilities, and the need to avoid entering personal information into AI systems. Ongoing training, annual review, and Trust Board oversight ensure the policy remains current and effective.

Framwellgate School Durham: Ethos and Values Statement

Like all good schools, we're driven by our values above all else. We define these as:

Excellence - Everyone in our community will know and experience success

The most for those that need the most - We will meet the needs of all our learners

Known and valued - Everyone here will be celebrated for who they are and what they do

Collective endeavour - We will achieve success together

Joy - Everyone will know and create joy

These five values determine all that we do, and every part of the school flows from them. They set the direction and act as a compass to ensure we continue to grow and develop as a school in the way that we feel best supports all our students.

Excel Academy Partnership – Framwellgate School Durham

Policy on the Use of Artificial Intelligence (AI) in School

1. Introduction

Artificial Intelligence (AI) technologies, such as ChatGPT, GitHub Copilot, and Google's AI platforms, are increasingly integrated into educational environments. While these tools offer significant benefits in learning, teaching, and administrative tasks, it is imperative to use them responsibly to ensure cybersecurity, academic integrity, and the overall well-being of our school community.

AI is an umbrella term for technologies that enable machines to perform tasks that traditionally require human intelligence, according to the Information Commissioner's Office (ICO).

Artificial Intelligence (AI) refers to the ability of computer systems to perform tasks that typically require human intelligence, such as reasoning, learning, and problem-solving. It involves creating algorithms and models that can process data, identify patterns, and make predictions or decisions based on that information. AI systems can be trained to learn from data, adapt to new inputs, and even perform tasks that seem human-like.

Generative AI is a type of artificial intelligence that can create new content, such as text, images, music, and video, from existing data.

2. Purpose

This policy establishes guidelines for the appropriate use of AI tools by students, teaching staff, and support staff at Framwellgate School Durham, aiming to:

- Promote safe and secure use of AI technologies.
- Prevent cybersecurity risks associated with unvetted AI platforms.
- Maintain academic integrity and address concerns related to plagiarism.
- Provide clear directives on the ethical use of AI in educational and administrative contexts.

3. Scope

This policy applies to all students, teaching staff, and support staff at Framwellgate School Durham.

4. Approved AI Platforms

To mitigate security risks, only certain AI platforms are approved for use within the school network. A list of these is held by the Network Manager.

Use of any other AI platforms requires prior approval from the school's IT department.

5. Cybersecurity Guidelines

- **Network Security:** Access to AI tools must comply with the school's cybersecurity protocols to protect against potential threats.
- **Personal Information:** Users must not input sensitive personal or school-related data into AI platforms.
- **Unapproved Platforms:** Engaging with unsolicited or unvetted AI platforms is strictly prohibited due to potential security vulnerabilities.

- **Subscription Restrictions:** Staff must not subscribe to any AI platform using a school account or school email without prior permission. Any costs associated with unapproved subscriptions will be the responsibility of the individual to pay.

6. Guidelines for Use

6.1 Students

- **Educational Use:** Students have very limited use to AI software in schools. They may only use approved AI tools for learning purposes, such as research, problem-solving, and skill development, under teacher supervision. This will be under the direction of teachers using specific tools and APPS such as Sparx Maths. As AI is rolled out over the coming months and years in schools, the policy will be adapted to reflect this growth.
- **Home usage**
Students will be discouraged from using AI platforms at home due to the risks to them and their home networks, as well as to ensure students are not over reliant on such tools which could impact on their own learning development.
- **Academic Integrity:** AI tools should not be used to complete assignments dishonestly. Students must ensure that all submitted work is their own, with proper citations for any AI-assisted content.
- **Misuse & Safeguarding:** Staff will report any concerns regarding the misuse of AI by students. This may result in a network ban and parents/carers being contacted by the school safeguarding team or relevant member of staff. This includes contextual concerns regarding online AI misuse.

6.2 Teaching Staff

- **Lesson Preparation:** Teachers may utilise AI tools to enhance lesson planning and generate educational materials, ensuring content accuracy and appropriateness.
- **Classroom Delivery:** AI can be integrated into teaching strategies to support interactive learning, provided it aligns with curriculum objectives and maintains student engagement.
- **Student feedback:** AI can streamline content for student feedback from work or assessments. Extreme care and caution should be taken when scanning in any work ensuring no personal or identifiable data is uploaded or scanned.
- **Reporting Concerns:** If staff have concerns about a student misusing AI for any reason, this should be classed as a "cause for concern" and linked to the safeguarding policy. Staff must report such concerns to the network manager and safeguarding team.

6.3 Support Staff

- **Administrative Tasks:** Support staff are encouraged to use approved AI tools to streamline administrative functions, such as data management and communication, while adhering to data protection regulations.

7. Plagiarism and Academic Integrity

- **Definition:** Using AI-generated content without proper attribution is considered plagiarism and violates academic integrity policies.
- **Detection:** The school may employ AI content detection tools to identify potential misuse. However, recognising the limitations and potential biases of these tools, any allegations of misconduct will be thoroughly investigated before conclusions are drawn. The school is supported with a Smoothwall monitoring tool and NET support.
- **Consequences:** Students found submitting AI-generated work as their own without proper acknowledgment will face disciplinary actions as outlined in the school's academic integrity policy.

8. Unintended Consequences & GDPR Compliance

- **Data Protection Risks:** Entering personal or sensitive data into AI platforms may violate GDPR regulations, potentially leading to data breaches or misuse.
- **Legal Consequences:** Failure to comply with GDPR could result in disciplinary action, fines, and reputational damage to the school.
- **User Responsibility:** All staff and students must ensure compliance with data protection policies and avoid sharing confidential information with AI tools.

9. Do's and Don'ts

Do's:

- Use approved AI tools to enhance learning and productivity.
- Critically evaluate AI-generated information for accuracy and relevance.
- Cite any AI-assisted content appropriately in your work.
- Seek guidance from teachers or supervisors when uncertain about AI use.

Don't's:

- Use AI tools to cheat or plagiarise in academic work.
- Input confidential or sensitive information into AI platforms.
- Rely solely on AI for completing assignments without personal engagement.
- Access or download AI tools from unverified sources.
- Input any personal identifiable data into open AI platforms.

10. Training and Awareness

The school will provide regular training sessions for students and staff to promote AI literacy, covering topics such as ethical use, potential risks, and the benefits of AI in education. This initiative aligns with global efforts to enhance AI literacy across various educational levels. This will be linked to guidance released from the Department for Education.

11. Support and Advice

Should students have any questions about the use of AI, they should firstly speak to their tutors or teachers depending on the context.

Advice for staff is available via the Director of Safeguarding and the Chief Operating Officer.

It is always best to seek advice in the first instance where there is uncertainty.

12. Review and Monitoring

This policy will be reviewed annually to adapt to emerging AI technologies and evolving educational practices. Feedback from the school community will be considered to ensure the policy remains relevant and effective.

13. Governance & Responsibility

This policy is the responsibility of the Chief Operating Officer and will be ratified by the Trust Board. Any updates or amendments must be approved by the Trust Board before implementation.

14. Adaptation to Evolving AI Technologies

As AI technologies and their applications in education continue to evolve, this policy will be updated to reflect new insights and developments. The school will remain proactive in assessing emerging AI tools, ensuring their safe and ethical integration into the learning environment, and mitigating potential risks associated with their use.

15. Conclusion

Embracing AI technologies offers valuable opportunities for enhancing education and administrative efficiency. By adhering to this policy, Framwellgate School Durham commits to fostering a secure, ethical, and productive environment for all members of its community.

Staff Code of Conduct for AI Usage

I acknowledge that I have read and understood the AI Policy outlined above. By signing this document, I agree to:

1. Use only approved AI platforms within the school network.
2. Ensure that all AI-generated content used in lesson planning, classroom activities, and administrative work aligns with school policies.
3. Maintain cybersecurity by not inputting sensitive personal or school-related data into AI platforms.
4. Adhere to GDPR regulations and avoid sharing confidential information with AI tools.
5. Not subscribe to AI services using a school account without prior approval.
6. Report any concerns about student misuse of AI as a "cause for concern" to the network manager and safeguarding team.
7. Uphold academic integrity by ensuring AI tools are used ethically and responsibly.
8. Seek advice and guidance where uncertain about the use of AI from the Director of Safeguarding or the Chief Operating Officer.

Signature: _____ **Date:** _____

Name: _____ **Position:** _____

Student Code of Conduct for AI Usage

I acknowledge that I have read and understood the AI Policy outlined above. By signing this document, I agree to:

1. Use only approved AI platforms for educational purposes under teacher supervision.
2. Ensure that any AI-assisted content I submit is properly cited and does not constitute plagiarism.
3. Not use AI tools to complete assignments dishonestly or circumvent learning objectives.
4. Follow cybersecurity guidelines and avoid inputting personal or sensitive data into AI platforms.
5. Understand that any misuse of AI will be reported by staff, which may result in a network ban and parents/carers being contacted by the school safeguarding team.
6. Seek advice and guidance where uncertain about the use of AI, from my tutor or teachers.

Signature: _____ **Date:** _____

Name: _____ **Year Group:** _____