Use of Artificial Intelligence (AI) Policy

Approved by:	Education, Performance& Standards Committee	**Date:** 16/06/2025
Drafted by:	James Boampong (ICT Strategic Operations Manager)	
Last reviewed on:	June 2025	
Next review due by:	June 2026	

Contents

---

1. Purpose

This policy provides guidelines on the appropriate, ethical, and responsible use of Artificial Intelligence (AI) tools and technologies by pupils, staff, and all stakeholders at Ramsden Hall Academy The goal is to harness the benefits of AI while maintaining academic integrity, privacy, and safety.

2. Objectives

- ➢ To ensure AI use aligns with educational values and supports pupil outcomes.
- ➢ To safeguard data protection, privacy, and security.
- ➢ To promote transparency, fairness, and accountability in the use of AI.
- ➢ To upskill staff and pupils in the responsible and informed use of AI tools.

3. Scope

This policy applies to:

- ➢ All pupils, staff, governors, and contractors.
- ➢ All AI tools used on-site or remotely in connection with academy activities.
- ➢ Any AI-related data processing, including large language models (e.g., ChatGPT), image generators, plagiarism detectors, and administrative systems.

It covers the use of AI in learning, teaching, assessment, research, administration, and any other official academy-related activities.

4. Definition of AI

AI refers to systems or tools that mimic human intelligence to perform tasks such as problem-solving, pattern recognition, learning from data, or decision-making. This includes but is not limited to:

- ➢ Chatbots and virtual assistants
- ➢ Predictive analytics

- ➢ Adaptive learning platforms
- ➢ Generative AI tools (e.g. ChatGPT, DALL·E, Google Gemini, Microsoft Copilot, Grammarly AI and other generative AI platforms)
- ➢ AI-driven tutoring or assessment tools
- ➢ Machine Learning applications
- ➢ Language generation
- ➢ Data analysis
- ➢ Adaptive learning
- ➢ Image, audio, or video generators

This will be monitored in all academies by the IT Support Team/Person.

5. Key Principles

- ➢ Educational Benefit: AI will be used to enhance learning outcomes and efficiency without compromising educational standards.
- ➢ Ethical Use: AI must be used in a way that respects human rights, equality, and inclusivity. AI should never replace human judgment in critical decisions such as behaviour management, safeguarding, or pupil assessment without human oversight.
- ➢ Transparency: Staff and pupils must be informed when AI tools are being used, especially in decision-making or assessment contexts. Pupils and parents must be aware of how AI may affect them.
- ➢ Accountability: Final responsibility for decisions informed or supported by AI remains with the user (e.g., teacher, headteacher, or member of SLT). Staff are responsible for overseeing AI tools used under their supervision. Use of AI must not compromise academic honesty. Plagiarism through AI-generated content is subject to disciplinary action.
- ➢ Safety & Safeguarding: AI use must not compromise staff and pupil safety, mental wellbeing, or data protection.
- ➢ Data Protection and Privacy: AI systems must comply with UK GDPR and the Data Protection Act 2018. All data processed by AI systems must be secure and used in accordance with the Academy's Data Protection Policy.

6. Permitted Use of AI

Pupils

- ➢ AI can support learning (e.g., tutoring, writing assistance, summarisation, translation) but must not be used to complete assessments dishonestly.
- ➢ AI use must be acknowledged where applicable (e.g., research or support).
- ➢ Misuse, including using AI to cheat or create inappropriate content, is subject to disciplinary procedures.
- ➢ For independent learning with teacher supervision
- ➢ As part of guided learning activities
- ➢ With clear understanding of what constitutes ethical and appropriate use
- ➢ Brainstorming or idea generation
- ➢ Proofreading or grammar suggestions
- ➢ Summarising content
- ➢ Study assistance tools

Staff

- AI tools may assist in lesson planning, administrative tasks, communication, professional development, and pupil feedback.
- Staff must validate AI-generated content before using or sharing it.
- AI must not be used for pupil assessment or decision-making without human oversight.
- Early warning systems for safeguarding and attendance patterns (subject to oversight)
- Supporting pupils with SEND through assistive technologies
- Data analysis to improve educational outcomes
- Personalised learning or feedback
- Administrative automation (e.g. scheduling, marking assistance)

Administration

- AI may be used for improving efficiency (e.g., scheduling, analytics) but must not replace human judgment in safeguarding or disciplinary matters.
- AI maybe use to assist in timetabling, communications, and data analysis, with oversight and proper validation.
- Any AI use in communications with pupils or parents must be transparent.

All uses must be approved by the headteacher before implementation.

7. Prohibited Uses

- Using AI to generate harmful, biased, or offensive content.
- Using facial recognition or biometric AI without explicit legal compliance and consent.
- Allowing AI to process or access sensitive personal data without appropriate safeguards.
- Sole reliance on AI for grading or assessing pupils.
- Use of AI for high-stakes decision-making without human oversight (e.g. exclusions, grading)
- Surveillance technologies that infringe on privacy rights.
- Use of AI that contravenes safeguarding or child protection policies.
- Submitting AI-generated work as original without disclosure.
- Using AI during closed assessments unless explicitly allowed.
- Generating false or misleading information.
- Using AI for harassment or impersonation.

8. Data Protection & Privacy

- All AI tools must comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- Any data input into AI systems must be anonymised where possible.
- Staff must not enter identifiable pupil or staff information into third-party AI platforms without Data Protection Officer (DPO) approval.
- AI tools used in the classroom must comply with the academy's data protection policies.
- A Data Protection Impact Assessment (DPIA) will be required before implementing high-risk AI systems.

9. Safeguarding Considerations

- All AI systems used with pupils must be age-appropriate and safe.

- AI chatbots must not be used by pupils without supervision or vetting.
- Concerns about harmful AI use must be reported to the Designated Safeguarding Lead.
- Staff must be vigilant about safeguarding risks when using AI platforms with pupils, especially under 18s.

10. Training & Awareness

- Staff and pupils will receive annual training on AI use, risks, and best practices.
- The IT Support Team/Person for the academy will monitor developments in AI to update the policy and practices accordingly.
- Regular training and guidance on AI literacy for pupils and staff where appropriate.
- Updated guidance will be issued as technologies and regulations evolve.
- Pupils will be educated on AI as part of the computing and digital literacy curriculum.
- Parent/Carers will be informed about AI use in school and have the opportunity to ask questions or raise concerns were appropriate.

11. Risk Management

A Data Protection Impact Assessment (DPIA) must be conducted before deploying any AI system that processes personal data. AI tools must be reviewed periodically to assess ongoing risks, effectiveness, and compliance with this policy. AI tools must be assessed for bias, transparency, and security before implementation. Contracts with vendors must include clear responsibilities, data handling protocols, and rights to audit

12. Monitoring & Review

AI use will be monitored periodically to ensure compliance. The policy will be reviewed annually or in response to significant technological or legal changes by the IT Support Team/Person.

13. Breaches of Policy

Violations of this policy may result in disciplinary action in accordance with the academy's Behaviour Policy, Staff Code of Conduct, and Acceptable Use Policies, including but not limited to:

- Revocation of access to AI tools.
- Academic sanctions (e.g. grade penalties or disciplinary review).
- Staff disciplinary procedures in accordance with HR policies.
- Temporary or permanent restrictions on access to academy systems.