Artificial Intelligence (AI) Guidance

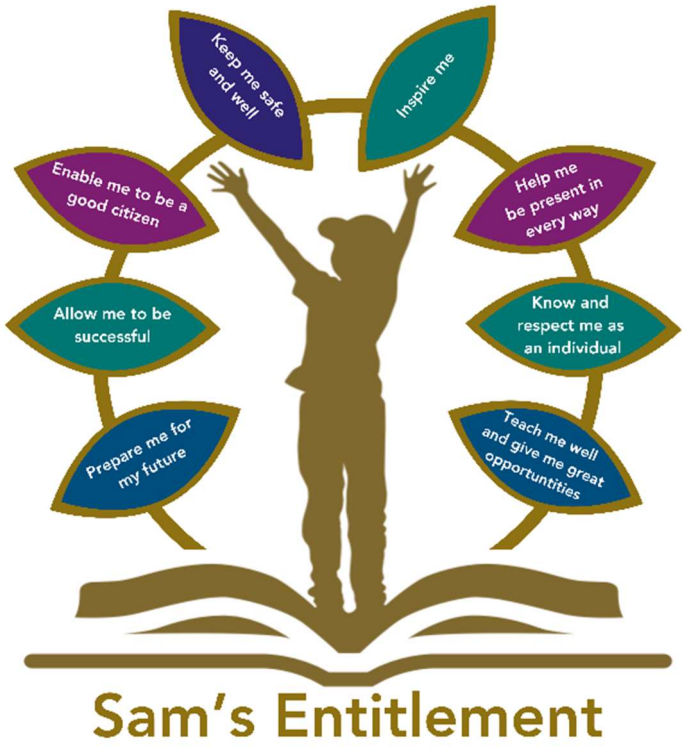
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1. History of Policy Changes

Date	Page	Change	Origin of Change

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3. Introduction

3.1 Hamwic Education Trust (HET) does not intend to prohibit the use of artificial intelligence (AI) tools for either employees or pupils.
We believe the correct approach is to proceed with caution because the potential benefits of many of these new tools are sizable. That said the tools do have inherent risks which leaders in school should be aware of.

3.2 Artificial Intelligence (AI) technology is already widely used in both commercial and everyday applications, and its influence is anticipated to grow exponentially, impacting almost all industries and job sectors including education. Generative AI refers to technology that can be used to create new content based on large volumes of date that models have been trained on from a variety of works and other sources. Generative AI is a rapidly evolving and increasingly freely available technology generating writing, audio, codes, images and video simulations. Whilst this offers opportunities for schools and their pupils, it also increases risk.

3.3 AI is an integral part of the modern world and offers numerous opportunities for enhancing teaching, learning, and administrative processes. This guidance establishes guidelines for the responsible and effective use of AI within our School. By embracing AI technology, we aim to:

- Enhance academic outcomes and educational experiences for pupils
- Support teachers in managing their workload more efficiently and effectively

- Educate employees and pupils about safe, responsible and ethical AI use
- Incorporate AI as a teaching and learning tool to develop employees and pupils' AI literacy and skills
- Prepare employees 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
- Improve and streamline school operations to minimise cost and maximise efficiency.

3.4 All users of AI will comply with applicable laws, regulations, policies and guidelines governing Keeping Children Safe in Education, intellectual property, copyright, data protection and other relevant areas. There will be no unauthorised use of copyrighted material or creation of content that infringes on the intellectual property of others. We will prioritise the safeguarding of our pupils and their online safety and will not knowingly use any AI technology that puts their safety or privacy at risk. Employees will not allow or cause intellectual property, including pupils' work, to be used to train Generative AI models without appropriate consent or exemption to copyright.

3.5 We recognise that the technology is rapidly evolving and are committed to remaining at the forefront of developments, adapting our ways of working as necessary. We recognise the leadership in the education sector provided by the Department of Education and the guidance set out in their Statement on Generative Artificial Intelligence in Education. This AI guidance has been informed by that guidance. As guidance and technology changes the guidance therefore will need to remain under regular review. This guidance will therefore be reviewed annually.

3.6 We will be transparent and accountable about the use of AI technology so that stakeholders, including employees, pupils, parents and other partners understand where and how AI is used and who is responsible. Any stakeholder feedback or questions about the use of AI will be considered and responded to appropriately.

3.7 By adhering to this guidance, we aim to foster a responsible and inclusive environment for the use of AI in education upholding privacy, fairness, and transparency for the benefit of all involved.

4. Scope and Responsibilities

4.1 This guidance applies to all employees, including temporary employees, consultants, governors, volunteers, and contractors, and anyone else working on our behalf. It is also applicable to pupils, but this group will require support and guidance from employees as part of their learning.

4.2 All employees are responsible for reading and understanding this guidance before using any AI technology.

4.3 All leaders are responsible for ensuring their employees team read and understand this guidance before using AI technology and that they follow this guidance including reporting any suspected breaches of it.

4.4 All leaders are responsible for providing sufficient guidance to employees if the school decides to start using an AI platform in the school, and ensuring that the platform is used appropriately.

4.5 Training will emphasise how AI can augment employees roles, providing them with more time and resources to focus on tasks such as personalised instruction, pupil engagement, and critical thinking.

4.6 By combining the benefits of AI technology with professionals' expertise, experience, and professional judgment, we can create a collaborative and effective educational environment that maximises the benefits of both human and AI capabilities.

4.7 This guidance should be read in conjunction with other HET policies, for example: Child Protection and Safeguarding, Data Protection, Acceptable Use of IT, Behaviour Policy, etc.

4.8 All employees must still use their professional knowledge and judgement instead of relying on AI generated material, which could be out of date and hold bias.

5. Use of AI by Employees

5.1 Employees are permitted to explore and utilise AI-based tools and technologies to assist in managing their work. Examples of such tasks may include marking and feedback, report writing, lesson planning, professional development and facilities management. AI can provide valuable support while still incorporating professional judgment and expertise.

5.2 AI tools will be used responsibly, ensuring they complement employees professional judgment and expertise, without replacing them.

5.3 Employees remain professionally responsible and accountable for the quality and content of any output generated by AI, however generated or used.

5.4 Employees must ensure that they receive appropriate training and support to effectively integrate AI into their work including professional development opportunities focused on AI tools and their effective integration into school administrative and teaching practices. Employees have a responsibility to identify any training and development needs to ensure they adhere to this guidance and should discuss these with their line manager.

5.5 Where employees use AI as part of their work, they will be clear where it has been used and what additional professional review or revision has been carried out. Employees will not use school AI tools or data for personal gain or for any means in contravention of applicable laws.

6. Safeguarding

Standard letters and templates can be generated using AI. Any AI generated documents must be checked by the person generating it.

No personal or sensitive information should be entered into an AI piece of software.

7. HR

7.1 Policies & Guidance

AI must not replace the HET HR policies, template HR letters or guidance that can be found on the HET intranet or replace any advice or guidance from the HR team.

No personal data should be inputted into any AI search engine.

7.2 Recruitment

It is recognised that some candidates may use AI to assist them in completing application forms or covering letters. Whilst these applications will not be automatically rejected, if it is apparent that AI has been used and the application is not authentic, then the application may not progress to the next stage in recruitment or this may be explored further with the candidate at interview.

Advice must be sought from the HET HR Team with any query in relation to AI generated material.
References should be written by the referee and not generated through AI to ensure authenticity and accuracy.

7.3 Training

AI may be used to assist with training, for example, making training easier to understand or where language barriers may exist. The original training should still be the HET or school written training before it is put through a generator.

8. Use of AI by Pupils

8.1 Use of AI for Academic Purposes: AI can be used as an aid for academic purposes, such as research, homework, and assignments. However, it is essential to note that pupils should not solely rely on AI to complete their work. The use of AI must be in line with academic integrity guidelines, and pupils must cite the sources used. Teachers and employees should monitor the use of AI and provide guidance where necessary.

8.2 Prohibition of AI During Exams: AI must not be used during exams, as this constitutes exam malpractice. Pupils must not use AI to answer exam questions or seek assistance during the exam. Teachers and employees should ensure that pupils are aware of this guidance and the consequences of violating it.

8.3 Plagiarism and Copyright Infringement: The use of AI must not result in plagiarism or copyright infringement. Pupils must understand the concept of plagiarism and be able to use AI ethically. Teachers and employees must educate pupils on how to use AI without violating plagiarism guidelines and copyright laws

8.4 As part of child protection and safeguarding policies and processes, the school will ensure that its pupils will continue to be protected from harmful content online, including that which may be produced by AI technology and that any AI tools used are assessed for appropriateness for individual pupils' age and educational needs. We will ensure that employees are aware of the risks of AI which may be used to generate harmful content including deepfake and impersonation materials.

8.5 A culture of responsible AI use should be fostered through engaging pupils in conversations about data privacy, bias, safeguarding, and the social impact of AI applications.

8.6 Pupils should be taught not to enter personal, sensitive or confidential data into Generative AI tools

9. Ethical Use of AI

The use of AI systems, in particular Generative AI, will be carried out with caution and an awareness of their limitations. Whether employees are using AI for teaching or school administrative purposes, or with pupils who make use of this technology, they should be mindful of, and instruct pupils about, the following considerations:

- Bias - data and information generated by AI will reflect any inherent biases in the data set accessed to produce it. This could include content which may be discriminatory based on factors such as race, gender, or socioeconomic background.
- Accuracy – information may be inaccurate when generated so any content should be fact-checked.
- Currency – some AI models only collate data prior to a certain date so content generated may not reflect the most recent information.

10. Data Protection implications of using AI

10.1 Employees and pupils should be aware that any information entered into a Generative AI model is no longer private or secure. Employees 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. Employees should make themselves aware of and inform pupils about the data collection, storage, and usage practices associated with AI technologies, particularly Generative AI.

10.2 Employees who wish to utilise AI tools must ensure that the potential new use is assessed to consider if a Data Protection Impact Assessment is required and follow the school Data Protection Policy

10.3 When signing up to use certain Generative AI models, names and email addresses may be required; this data sharing may require a Data Protection Impact Assessment to be carried out.

11. Do's & Don'ts

Using AI in education can be highly beneficial, but it is important to follow best practices to maximise its effectiveness and avoid potential pitfalls.

Examples of do's and don'ts for using AI in educational contexts are (please note this is not an exhaustive list):

DO'S	DON'T
➢ Ensure that safeguarding is a primary priority in the use of AI	➢ Over- Rely on AI generated content
➢ Always sense check and fact check any AI generated content for incorrect or out of date information	➢ Use AI answers rather than follow HET policies or processes, for example, an AI generated HR letter, complaints process, risk assessments, etc.
➢ Use your professional judgement and knowledge in the first instance	➢ Plagiarise
➢ Verify important information for facts	➢ Use AI for sensitive or controversial topics
➢ Only follow HET policies and guidance	➢ Rely on AI for critical decisions that should be made by you as the professional
➢ Be vigilant for AI generated work, application forms, etc.	➢ Put any personal data into AI
➢ Use it as a writing and language aid	
➢ Conduct due diligence on any AI platform before use	
➢ Ensure that you have received the appropriate training on the platforms you use for AI	

12. Use in Conjunction with Other Policies

- Acceptable Use of IT
- Behaviour Policy
- Data Protection Policy
- Safeguarding Policy

13. References

- Spring 2023 DfE published a document setting out their position on the use of Generative AI, the position document updated October 2023
- Using AI in Education: Support for School & College Leaders - Using AI in education: support for school and college leaders - GOV.UK
- Generative AI in Education - Generative artificial intelligence (AI) in education - GOV.UK
- Protecting children's privacy when using Artificial Intelligence
- September 2023 guidance from Teacher Development Trust AI ebook UK final (tdtrust.org)
- Joint Council for Qualifications has produced guidance for schools and offer a suite of information and resources. Updating the JCQ guidance on AI Use in Assessments - JCQ Joint Council for Qualifications
- EEF – Using digital technology to Improve learning – summary of recommendations 2021
- AI for Classroom by Education Week

