Huntington School
Learn and succeed

ARTIFICIAL INTELLIGENCE USAGE POLICY

Policy Number:	**101**
Member of Staff Responsible for the Policy:	**Matt Smith**
Date on which this Policy was last reviewed:	**May 2025**
Date by which this Policy is to be reviewed:	**December 2025**
Dissemination of the Policy:	**All Staff, Parents (via website), Governors**

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Introduction
Artificial intelligence (AI) is a rapidly evolving technology with the potential to enhance learning and teaching. However, it is essential to establish clear guidelines for its use to ensure safety, ethical use, and academic integrity. This policy is very organic and interative therefore will be subject to review and change as our understanding and use of AI in our school community develops. The review terms are outlined within the policy.

Purpose
This policy outlines the school's expectations for AI use by students, staff, and visitors. The policy focuses on minimising risks, enhancing teaching, and learning practices, preparing staff and students for future use of technology, maximising benefits to staff workload and ensuring safety, professionalism, and privacy. This will be done in line with the DfE policy on AI in Education (Generative artificial intelligence (AI) in education - GOV.UK (www.gov.uk))

Scope
This policy applies to all students, staff, and visitors using AI tools and resources within the school environment and/or for school purposes, including but not limited to school-owned devices, personal devices, and school networks.

The policy will be shared with all students and staff. It will be available to visitors and the wider public via the school website.

Limitations of AI

- The results generated by AI are linked to the data it has been trained on, if this data is not linked closely to the context required the results will not be accurate.
- AI does not provide the professional judgement and knowledge of a specialist teacher
- AI will not create finished products which meet the standards required, all results will require checking and editing to ensure suitability and accuracy.
- AI cannot understand the impact on human of emotion of the contents its supplies. As such it can cause an unintended emotional response.

Potential Risks of AI
- Risk of Malpractice/Cheating: AI system can be used to create content which could be misrepresented as student work.
- Inaccurate results/information: AI systems can create inaccurate and unreliable results based on their training data and the specificity of the initial request.
- Misinformation and Bias: AI systems can perpetuate misinformation, and biases present in their training data.
- Dependency: Overreliance on AI can hinder critical thinking and problem-solving skills.
- Privacy Concerns: AI systems may collect and process personal data, raising privacy concerns.
- Ethical Implications: The use of AI raises ethical questions about accountability, transparency, and fairness.

- Digital Divide: Unequal access to AI tools and resources can exacerbate existing educational inequalities.
- Data Privacy: The collection and use of student data for AI applications must adhere strictly to data protection regulations.
- Algorithmic Bias: AI systems can perpetuate existing societal biases, leading to unfair outcomes for students.
- Cybersecurity: AI systems can be vulnerable to cyberattacks, potentially compromising data.

Unacceptable Use of AI

- Cheating and Plagiarism: Using AI to generate content that is submitted as original work is strictly prohibited.
- Harassment and Bullying: Using AI to create or disseminate harmful content is unacceptable.
- Misrepresentation: Misrepresenting AI-generated content as human-created work is prohibited.
- Unauthorsed Access: Accessing AI systems or data without authorization is strictly forbidden.

Student Responsibilities

- Students must use AI responsibly and ethically.
- Students should be aware of the limitations of AI and critically evaluate AI-generated information.
- Students must acknowledge the use of AI when submitting work.
- Students must not use AI for any form in formal or informal assessed tasks. (JCQ provides its own guidance on AI use in assessments – See Appendix A)
- Students should report any misuse of AI to a teacher or appropriate adult.

Staff Responsibilities

- Staff must use AI responsibly and ethically.
- AI stores and learns from data provided, no identifiable data or intellectual property should be used, Data protection and GDPR principles should be followed.
- Staff should not use school resources or interactions with students/staff to intentionally train or fine-tune external AI models.
- Staff should provide guidance to students on the appropriate use of AI.
- Staff should be aware of the potential biases and limitations of AI.
- Staff should take proactive measures to check and verify the content of student work
- All formally assessed work should be completed following the guidance outline by JCQ. (The JCQ document - AI Use in Assessments: Protecting the Integrity of Qualifications is provided in Appendix A)
- Staff should review and fact check content generated by AI.
- Staff should report any concerns about AI misuse.

School Responsibilities

- The school will provide appropriate training and resources for staff and students on AI, including its potential risks and benefits.
- The school will monitor AI usage to ensure compliance with this policy.
- The school will implement measures to protect student data and privacy when using AI.
- Equitable Access: Ensure all students have equal opportunities to access and use AI tools.
- Data Protection: Implement robust data protection measures to safeguard student information.
- Bias Awareness: Regularly assess AI tools for bias and take steps to mitigate its impact.
- Cybersecurity Measures: Protect AI systems and data from cyber threats.
- Human-Centric Approach: Emphasise the importance of human judgment and critical thinking alongside AI use.
- Staff Training: Provide comprehensive training for staff on AI ethics, data privacy, and responsible use.
- Student Education: Educate students about AI, its potential benefits and risks, and how to use it responsibly.
- Policy Review: Review and update the AI policy yearly to address emerging challenges and best practices.
- The school will review and update this policy yearly to reflect changes in technology and best practices plus the impact on teaching and learning including staff workload.

Visitor Responsibilities

- If visitors use AI to generate content (text, images, etc.) during their visit, they are responsible for ensuring this content is appropriate, respectful, and does not violate any school policies or legal regulations (e.g., copyright).
- Visitors must not use AI in ways that could compromise the privacy or security of student or staff data. This includes refraining from inputting sensitive personal information into AI tools while on school premises or using school resources.
- If visitors are supervising students who are using AI, the visitor shares responsibility for ensuring the students' use aligns with the school's AI policy.
- Visitors should promptly report any concerns they have about the misuse of AI by others to a designated staff member.
- Visitors should not use school resources or interactions with students/staff to intentionally train or fine-tune external AI models.
- Visitors must comply with any specific instructions or guidance provided by school staff regarding the use of AI during their visit.
- If visitors use AI applications on their personal devices while on school premises, they are still expected to adhere to these guidelines.

Data Protection and Privacy
The school will comply with all relevant data protection and privacy laws when using AI. Student data will be handled in accordance with the school's data protection policy.

Staff AI Use

- AI use for school purposes should be limited to Microsoft Co-pilot and Google Gemini, these should be used with your school login and will link to your existing school accounts.
- Should staff require use of subject specific Ai tools this should be approved by the Digital Learning Co-ordinator on a case-by-case basis.
- All use should be in line with the DfE guidance on generative AI found here: Generative artificial intelligence (AI) in education - GOV.UK (www.gov.uk)
- AI use has the potential to reduce workload and can assist in a wide range of tasks; however, the appropriateness of its use is paramount to maintaining academic standards.

Below is an outline of some tasks AI may be able to assist with and points to be aware of when using AI to assist with this task.

Task	**Points to note**
Assist with creating lesson plans and schemes of learning	The is likely to be limited as subject specific knowledge is the basis for the task. Details may be factually incorrect or in the wrong context. However, it may be useful as a starting point to craft your own plans.
Assist with generating ideas for tasks or activities	As above, the accuracy and suitability of the context of tasks may be poor, however, the ideas for the tasks may be suitable to adapt. Do not rely on the correct answers provided by AI for tasks or quizzes.
Assisting in creating individual feedback for students.	AI cannot be used to mark work, but it could be used to help generate the written feedback based on teacher input regarding the work which has been marked.
Assisting with adapting material for different needs such as reading age or interests.	AI cannot effectively create good quality material for most contexts, but it can effectively edit or adapt and existing text to align with some key requests.

- Tasks staff should not use AI for
  - Marking student work
  - Detecting use of AI in student work
  - Any task involving the input or use of any personal information

Student AI Use

- Student use of AI should only be at the instruction of their teachers.
- AI use for school purposes should be limited to Microsoft Co-pilot and Google Gemini, these should be used with your school login and will link to existing school accounts.
- AI should not be used to generate work for lessons, homework, or assessments, all of which are intended to be their own work, unless an exception is made by the instruction of a teacher.
- AI should not be used as a stand-alone source of facts or research.
- AI should not be used for any task involving the input or use of any personal information

Below is an outline of some tasks AI may be able to assist students with and points to be aware of when using AI to assist with this task.

Task	**Points to note**
To assist in the generation of ideas for projects or essay structures	AI can effectively generate ideas if provided with suitable input to direct the results.
To assist in proofreading documents	AI can provide feedback on SPAG and provide advice on how to improve work.
To assist in research	The clarity of the request to AI here will hugely impact the results. Student would need to be taught in advance how to work with AI generated content and assess its reliability.
To assist in the generation of images	AI can generate images, though many tools are not free. Again, students need to be taught how to use such tools and about the requirement to consider copyright.

Appendix A – Click cover image to access.

JCQ CIC Joint Council for Qualifications CIC

REVISION ONE

AI Use in Assessments: Protecting the Integrity of Qualifications

Guidance for Teachers & Assessors

Published on: 26 April 2023
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