



ROOKS HEATH SCHOOL
Strive to be your best

ARTIFICIAL INTELLIGENCE (AI) FOR STUDENTS & PARENTS POLICY

Term of Policy: One Year

Approved by: LGB 15.5.25

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Sources: National College, DfE, The Key

Online location: SLICT Team/Policies/ Policy - MASTERS

Consulted with JCC? Yes ☐ No ☒

Introduction

This policy replaces any previous policy and follows the DfE regulations.

Purpose

The purpose of this policy is to outline the guidelines for the appropriate and responsible use of Artificial Intelligence (AI) by school staff and Governors to enhance educational experiences while ensuring staff and student privacy, safety, and ethical considerations. This policy sets out our rules on the use of AI in the workplace and how it should be adopted by staff to ensure we maximise the benefits of AI while minimising any risks or concern.

It is based on the following five principles as set out in the AI regulation white paper (August 2023)

- Safety, security, and robustness
- Appropriate transparency and explainability
- Fairness
- Accountability and governance

- Contestability and redress

What is Artificial Intelligence?

Although Data Protection law does not specifically define or discuss the guidelines for Artificial Intelligence ('AI'), the guidance from the Information Commissioner's Office and the UK government defines it as using non-human systems to imitate human intelligence.

In this time of constant development and increased usage, there is a need to provide you with an awareness of how AI will be used by the school and the guidelines for usage by students, especially if being used to complete schoolwork and completing qualification assessments.

AI offers us significant opportunities to enhance teaching, learning, assessment, administration and school operations. This, in turn, can allow for improved accessibility and inclusion for all learners, support for 21st-century skills development and better staff well-being through improved efficiencies in working practices.

Generative AI tools such as Chat GPT, Microsoft Co-pilot and Google Gemini generate text in response to user prompts and questions. Users can ask follow-up questions or ask the chatbot to revise the responses already provided. Generative AI tools are sometimes known as chatbots and respond to prompts based upon patterns in the data sets (a large language model) upon which they have been trained.

They generate responses which are statistically likely to be relevant and appropriate. AI chatbots can complete tasks such as the following:

- Answering questions
- Analysing, improving, and summarising text
- Authoring essays, articles, fiction, and non-fiction
- Writing computer code
- Translating text from one language to another
- Generating new ideas, prompts, or suggestions for a given topic or theme
- Generating text with specific attributes, such as tone, sentiment, or formality

While the range of AI tools, and their capabilities, is likely to expand greatly in the near future, parents, carers, teachers and students should be aware that AI tools are still being developed and there are often limitations to their use, such as producing inaccurate or inappropriate content.

Authorised usage of AI for staff

We permit the informed and responsible use of AI applications by staff for the following purposes:

- Supporting efficient lesson planning and resourcing
- Exam preparation support
- Developing more creative approaches to learning
- Automated assessment tools

- AI powered feedback
- Adaptive assessments
- Plagiarism detection*
- Policy and procedure writing
- Data analysis and action planning
- Predictive analytics
- Resource allocation
- Communications

*AI Plagiarism and detector tools should be used with caution as they can lead to false positives. They should only be used in conjunction with other methods of detection such as comparison with previous pieces of work. Measures should be taken, as far as possible, to prevent opportunities for students to use AI during coursework and assessments where its use is not permitted.

Staff will comply with the terms of the Artificial Intelligence (AI) staff policy when using AI systems and platforms to conduct such activities.

Staff should refrain from using AI for activities that promote discrimination, bias, or unethical behaviours. All content generated using AI must be fully checked by the user and align with the school's values and educational objectives.

Student usage of AI

We require students to sign an Acceptable Use Statement (Appendix A) to ensure appropriate usage of AI and they are reminded of the permitted usage along with an outline of what classes as AI misuse.

The school permits student usage of AI in the following circumstances:

- (a) As a research tool
- (b) Idea generation for projects (where idea generation is not specifically assessed)
- (c) For use with homework with the above requirements fulfilled
- (d) Completing qualification assessments when permissible and under strict supervision

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 poor acknowledgement of AI tools; or

- Submitting work with intentionally incomplete or misleading references.

Data Privacy

Generative Artificial Intelligence stores and learns from the data it is given – any data entered should not be identifiable to protect personal and special category data in accordance with data protection legislation. Currently, students are not permitted to enter any personal data into any AI applications.

Where staff do have a need to process personal data using Artificial Intelligence tools, they should refrain until advice has been sought from the school's Data Protection Officer (DPO), a DPIA has been undertaken and specific authorisation given.

If authorisation is granted, personal data must only be entered into **any** system (processed) if there is a valid and authorised reason to do so. Only data that is absolutely necessary for the specified purpose should be processed.

Staff and students should not allow or cause intellectual property, including student work, to be used to train generative AI models, without appropriate consent or exemption to copyright

Staff, parents and carers should ensure that students are not accessing or creating harmful or inappropriate content online, including through generative AI. "Smoothwall Monitor" will continuously monitor student and staff activity while users are logged into the school network however, staff, parents and carers should be vigilant as no system is infallible and the school's monitoring services do not extend to use on personal devices at home. If staff discover that a student has accessed or created harmful or inappropriate content, this should be reported as per the School's Safeguarding procedures without delay.

Monitoring

We reserve the right to monitor all content on any AI applications used for school education and business purposes. The school will only conduct this to comply with a legal obligation or for our legitimate business purposes, to:

- (a) prevent misuse of the content and protect confidential information (and the confidential information of our students, staff or other stakeholders);
- (b) ensure compliance with our rules, standards of conduct and policies in force;
- (c) monitor performance;
- (d) ensure that staff and students do not use AI for any unlawful purposes or activities;
- (e) comply with legislation for the protection of intellectual property rights;

The school will also conduct monitoring under our Acceptable use of ICT Policy.

Processes for addressing concerns & complaints

Artificial Intelligence impacts multiple areas of school life. For specific guidance, please refer to the relevant school policy that addresses your concern. If you are unsure which policy applies or would like to discuss any concern, please contact the school via contactus@rooksheath.harrow.sch.uk

All policies are available on the school website ([About us > Policies](#))

Related Policies

The following policies that are related to this Policy are:

- Online Safety Policy
- Acceptable use of ICT policy
- Behaviour for Learning Policy
- Data Protection Policy
- Data Breach Policy
- BTEC Policy
- Exam Policy
- Malpractice Policy
- Non-Examined Assessment Policy

These are available on the school's website [About us > policies](#)

Appendix

Appendix A: Student Acceptable Use Statement - Usage of Artificial Intelligence (AI)

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This Acceptable Use Statement is designed to ensure appropriate use of AI when completing schoolwork ensuring it is consistent with government and exam board guidelines. AI tools can only be used as set out within this statement. For examinations and coursework, AI must only be used when the conditions of the assessment permit its use. AI tools should only be used in limited circumstances and where expressly permitted by a staff member. In the absence of this permission, AI tools should not be used to supplement and support student work.

We permit AI uses in the following circumstances:

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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 poor acknowledgement of AI tools; or
- Submitting work with intentionally incomplete or misleading references.

Therefore, students must ensure that any information cited within schoolwork found using an AI system or software, must be referenced in the same way any other article or quotation would be. The Joint Council for Qualifications have confirmed that students must show the name of the AI source used and should show the date the content was generated.

Students do not have permission to enter personal data into any AI system.

I confirm that I have read, understand, and will comply with the terms of this Acceptable Use Statement relating to the use of AI.

Signed:

Dated:

Print Name: