ROOKS HEATH SCHOOL
Strive to be your best

ARTIFICIAL INTELLIGENCE (AI) STAFF POLICY

Term of Policy: One Year
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Consulted with JCC?   Yes ◯ No ●

Introduction

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

As part of our commitment to meet the Public Sector Equality Duty (PSED) requirement, to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations, we have carefully considered the impact of this policy on equality. The School will ensure that this policy is applied fairly to all employees and does not have a negative impact on students or staff with protected characteristics, race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.

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

Scope

This policy applies to all staff members and Governors who use AI tools for their work both on and off the school premises, during school-sponsored activities, or while representing the school.

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.

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.

"When used appropriately, generative AI has the potential to:

- *Reduce workload across the education sector*
- *Free up teachers' time, allowing them to focus on delivering excellent teaching"*

(DfE Generative artificial intelligence (AI) in Education)

However, with the opportunities also come a series of challenges such as:

- Ethical considerations and potential biases
- Data Privacy and security risks
- Academic integrity and the risk of misconduct
- The digital divide and equity

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

Artificial Intelligence also exists within current systems in operation within the school such as the Managed information System: Bromcom and applications within the Microsoft Office 365 Suite such as Microsoft Forms. Additionally, certain functionality of Microsoft's Co-pilot AI-powered tool, is now available as part of the school's Microsoft Office 365 licences.

While the range of AI tools, and their capabilities, is likely to expand greatly in the near future, 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.

In this time of constant development and increased usage, there is a need to provide staff with guidelines for use and to recognise an employer's right to monitor such usage. We have also set out expectation on AI usage by Students please see the AI policy for Students and Parents.

Use of Artificial Intelligence across the school will be monitored and evaluated through the AI Focus Group, and the schools Line Management structure. The process will be led by the Assistant Headteacher – Digital Technology and Innovation. This policy will be reviewed at least annually.

Risks and Concerns of AI

The use of AI is transforming the way individuals are working. Informed and responsible use of AI has the potential to increase efficiency and improve decision making.   Schools are being encouraged by the DfE and Ofsted to use AI:

> *"The Department for Education (DfE) is committed to supporting the AI Opportunities Action Plan. Generative artificial intelligence (AI) presents exciting opportunities to improve people's lives, including by making our public services better. AI will support with the delivery of the Plan for Change and our opportunity mission.*
>
> *If used safely, effectively and with the right infrastructure in place, AI can ensure that every child and young person, regardless of their background, is able to achieve at school or college and develop the knowledge and skills they need for life.*
>
> *AI has the power to transform education by helping teachers focus on what they do best: teaching. This marks a shift in how we use technology to enhance lives and tap into the vast potential of AI in our classrooms.*
>
> *To make the opportunity a reality, we will continue to explore this technology safely to encourage innovation and maximise the benefits for education."*

[DfE Generative artificial intelligence (AI) in Education]

"Ofsted supports the use of AI by providers where it improves the care and education of children and learners. We recognise that these tools can help providers make better-informed decisions, reduce workload and lead to innovative ways of working"

*[***Ofsted's approach to artificial intelligence*** (AI)]*

With these benefits come potential risks, including data protection breaches, the protection of confidential information, ethical considerations, and compliance with wider legal obligations.

We permit the informed and responsible use of authorised AI applications by staff, in conducting specific and authorised tasks. This policy must be complied with when using AI to conduct such tasks.

Where personal data is used with AI applications, a data protection impact assessment ('DPIA') must be carried out to ensure transparency in how AI will be used and what mitigating steps have been taken to reduce any potential risk of harm to students, staff and any other data subjects whose data might be shared with the authorised systems.

Student usage of AI

As part of this policy, staff should be aware of how the school permits limited Student usage of AI applications in accordance with the AI policy for Students and Parents. The use of Artificial Intelligence may pose significant risks if used by students completing qualification assessments. Therefore, it is important to monitor student usage whilst in exams, class and for homework to ensure compliance with this policy.

Students must sign an Acceptable Use Statement to ensure appropriate usage of AI and be 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.

Authorised usage of AI for staff

AI tools should be used to enhance teaching, learning, assessment, administrative and operational tasks. They should not replace human judgment or personalised interactions.

AI applications can be used 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 it's use is not permitted.

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.

Authorised AI applications

The school allows access to AI applications for educational and business purposes, examples include:

Generative AI Chatbots such as: ChatGPT, Co-pilot, Claude and Notebook LM

AI Editors such as: Gamma,

Visual AI tools such as: Napkin

Educational AI tools such as: Quizziz, TeachMate AI, Oak National Academy's Aila

Within platforms, systems and software used by the school such as: Bromcom, Office 365, Microsoft Teams

Training and Familiarisation

Before using any AI applications, staff should familiarise themselves with the application, including understanding the capabilities, limitations and ethical considerations related to AI. Staff will receive appropriate Professional Development in the use of AI, and where appropriate, this will include

Professional Development on the usage of specific applications that are being adopted for whole school use.

Data Privacy and Security

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.

Where staff do have a need to process personal data using Artificial Intelligence tools, they should refrain until advice has been sought from the DPO (Judicium), a DPIA has been undertaken and specific authorisation given by the Assistant Headteacher – Digital Technology & Innovation. A list of AI applications for which DPIA's have been completed can be requested from the Data & Assessment Assistant.

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 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 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 should be vigilant as no system is infallible. If staff discover that a student has accessed or created harmful or inappropriate content, this should be reported via MyConcern 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 at work;

(d) ensure that staff 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.

Breach of this Policy

Breach of this policy may, where appropriate, result in disciplinary action up to and including dismissal or termination of your employment or engagement with us.

Where disciplinary action is appropriate, it may be necessary to determine whether the breach is committed during or outside normal hours of work and whether use of AI is on an individual's own device or one of our devices, and whether at home, in the office or from a remote working location.

You are required to assist with any investigation into a suspected breach of this policy. This may involve providing us with access to AI applications and any relevant passwords and login details.

You must report any breach of this policy immediately to the Headteacher in the first instance.

We advise referring to the school's current data breach and data protection policies which can be found on the Rooks Heath school website: About us > Policies

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, contact the Assistant Headteacher – Digital Technology and Innovation.

All policies are available on the school website (About us > Policies) and internally via SharePoint > Staff > Policies

Related Policies

Staff should refer to the following policies that are related to this AI Staff Policy available via: SharePoint > Staff > Policies

- Acceptable use of ICT Policy
- Data Protection Policy
- Data Breach Policy
- Assessment, Data and Reporting Policy
- BTEC Policy
- Examination Complaints Policy
- Exam Policy
- Malpractice Policy
- Non-examined Assessment Policy
- Online Safety Policy

Further reference:

National AI strategy (December 2022)

AI regulation white paper (August 2023)

Ofsted's approach to Artificial Intelligence

Ofqual's approach to AI in qualifications

Generative AI in education call for evidence

AI use in assessments: protecting the integrity of qualifications (JCQ)