



Outcomes
First Group

AI Acceptable Use Policy

Policy Folder: IT

AI ACCEPTABLE USE POLICY

CONTENTS

1.0	INTRODUCTION	2
2.0	DEFINITIONS.....	2
3.0	RESPONSIBLE AI USE	3
4.0	SAFETY AND DATA PROTECTION.....	4
5.0	PLAGIARISM GUIDANCE	4
6.0	ACCOUNTABILITY.....	5
7.0	REPORTING	6
8.0	SPECIFIC ROLES.....	6
9.0	REVIEW AND UPDATES.....	6
10.0	CONCLUSION.....	6

1.0 INTRODUCTION

This policy outlines the responsible use of Artificial Intelligence (AI) technologies in our School. It aims to harness the educational potential of AI while ensuring alignment with our ethos: individualized attention, stimulating and diverse educational experiences, and a commitment to ethical digital citizenship.

It is our aim to ensure that Students become discerning users of AI technology, able to harness the potential of AI as well as being aware of the dangers, limitations and risks associated with its use.

This Policy should be read in conjunction with:

- OFG AI Policy
- Data Protection Policy

2.0 DEFINITIONS

To ensure a clear understanding of this Policy, we provide definitions for key terms related to AI and data use in education. These definitions are based on the "Ethical Guidelines on the Use of Artificial Intelligence (AI) and Data in Teaching and Learning for Educators" document published by the European Commission in September 2022.

Artificial Intelligence (AI): AI refers to systems that display intelligent behaviour by analysing their environment and taking actions to achieve specific goals. In the context of education, AI can be used in various ways, such as assessing progress, personalising learning, and analysing educational data.

AI embedded within Applications: means that AI technologies such as machine learning, natural language processing, or predictive analytics are built into the core functionality of a software tool, enabling it to learn,

adapt, or automate tasks intelligently as part of its normal operations

Generative AI: refers to a class of artificial intelligence models and systems designed to create new content—such as text, images, audio, video, or code—based on patterns learned from existing data

Data: In the context of this Policy, data refers to information collected about students' learning and behaviour in the educational environment. This can include grades, attendance, online activity, and other relevant information.

3.0 RESPONSIBLE AI USE

3.1. Educational Purpose

- Within our school, AI tools are only to be used to support and enhance the educational experiences of our pupils. Generative tools are useful for planning answers, role play, ideation and supporting SEND pupils; but can also enable students to produce work, which is not authentic and, at worse, amounts to plagiarism.
- Prohibited AI Tools:
 - **Social Media Bots and Chatbots:** These are prohibited due to the potential for spreading misinformation and facilitating inappropriate interactions.
 - **Deepfake Technology:** Banned to prevent the creation and distribution of misleading or harmful content.
 - **Unregulated AI Writing and Homework Assistance Tools:** Tools that can be misused for plagiarism or bypassing the learning process are not allowed.

3.2. Supervision

- Teachers are responsible for supervising and guiding the use of AI tools in their classrooms.
 - Pupils will discuss AI in their computing lessons, the acceptable use thereof and the creative possibilities of generative AI will be discussed.
 - The school aims to promote the use of Artificial Intelligence as a learning tool, enabling students to make progress, regardless of their ability or need. In this, we are consistent with our aim to provide inclusive education for all.
- Supervision Process:
 - **Regular Checks:** Teachers will periodically review the AI tools being used by students to ensure they are appropriate and align with educational objectives.
 - **Audits:** Periodic audits of AI tool usage will be conducted to ensure compliance with this policy.
 - **Staff Training:** Regular training sessions will be provided to equip staff with the necessary knowledge and skills to effectively supervise AI tool use.

3.3. Respect for Diversity

- AI usage must reflect our commitment to diversity and inclusivity, avoiding tools that could exacerbate biases or lead to discrimination.

4.0 SAFETY AND DATA PROTECTION

4.1. Safety Measures

- The school is committed to maintaining a safe digital environment, protecting individual users and the network.
- Students and staff are expected to agree to the school's Acceptable Use Policy, in addition to this policy.

4.2. Data Protection

- All AI tools must comply with GDPR and other relevant data protection laws to ensure the security of personal data.
- Use of Artificial intelligence is restricted to platforms which do not record, ask for, or require the personal data of students or staff.

4.3. Cybersecurity

- Users are required to be vigilant against cyber threats and only use authorized, secure AI applications.
- Teaching effective use of Artificial Intelligence, also known as AI, requires staff to make students aware of the potential risks of sharing personal or work information with an AI platform.

4.4. Consent

- Consent for AI tools involving personal data must be obtained in accordance with data protection laws:
 - For pupils under the age of the app's consent, consent must be obtained from parents or guardians.
 - Pupils above the age of consent must provide their consent directly.

5.0 PLAGIARISM GUIDANCE

5.1. Original Work

- Students are encouraged to produce original work. AI-generated content should be used responsibly and must be appropriately attributed.
- Students may be required to share Generative AI threads with staff to ensure its safe and proper use.
- Staff are vigilant to the use of AI, particularly in essay subjects. Their knowledge of the students and their attainment potential ensures that abuse of generative AI is unlikely. However, detection and evaluation procedures will be used when necessary. (These are outlined in section 5.3)

5.2. Citation and Attribution

- All AI-generated content used in academic work must be properly cited.

5.3. Education on Plagiarism

- Regular educational sessions will be held to inform students about responsible AI use and the implications of plagiarism. The school will clearly communicate that passing off AI-generated work as one's own violates academic integrity.

6.0 ACCOUNTABILITY

6.1. Staff Responsibility

- Staff are responsible for enforcing the AI Policy and ensuring that AI tools are used in a manner consistent with the school's educational goals.

6.2. Pupil Responsibility

- Pupils are expected to adhere to this policy and the school's code of conduct.

6.3. Detection and Response to AI-Generated Student Work

Objective: To establish a clear and effective approach for identifying and addressing instances where it appears likely that a student has used Artificial Intelligence (AI) to produce academic work.

Procedure:

a. Detection and Initial Assessment:

- The school will utilize a combination of technology-based detection tools and teacher observations to identify potential AI-generated submissions.
- Teachers will be trained to recognise the characteristics of AI-generated content, which may include unnatural language patterns, lack of personal insights, or content that is overly sophisticated for the student's known capabilities.

b. Initial Review:

- If a teacher suspects a submission is AI-generated, they will conduct an initial review comparing the work with the student's previous submissions and overall performance.
- Staff will also engage in a discussion with the student, providing an opportunity for the student to explain the process they used to create the work.

c. Further Investigation:

- If initial findings suggest AI use, a more thorough investigation should be undertaken by a designated staff member or committee.
- This may involve comparing the work against known AI models, consulting with IT specialists, or using plagiarism detection software that includes AI detection capabilities.

d. Student Support and Disciplinary Action:

- In confirmed cases of AI misuse, the response should be in line with the school's academic integrity policy.

- Responses may range from educational interventions, such as guidance on proper research and writing techniques, to disciplinary actions in line with the school's policy on academic dishonesty.
- At all times, the focus should remain on educating students about ethical research practices and the importance of original work.

e. Documentation and Policy Review:

- All incidents should be documented thoroughly, including the investigation process, discussions with the student, and any actions taken.
- Regular reviews and updates to the detection methods and response strategies are essential to keep pace with advancements in AI technology.

f. Communication and Transparency:

- The school will endeavour to Communicate the policy clearly to all students, teachers, and parents at the beginning of each academic year.
- Include discussions about AI in the curriculum to foster an understanding of its capabilities and limitations, emphasizing the value of original thought and effort in academic work.

7.0 REPORTING

7.1. Concerns

- Any AI-related concerns or suspected misuse should be reported to the DSL, Head of Digital Literacy, or IT Department.

7.2. Violations

- Violations of this policy will be addressed in accordance with the school's/company disciplinary protocols.

8.0 SPECIFIC ROLES

- **Headteacher:** Overseeing the integration and implementation of the AI Policy and Policy within the school's strategic objectives.
- **DSL (Safeguarding Lead):** Ensuring AI usage is compliant with safeguarding policies, focusing on student safety and data protection.

9.0 REVIEW AND UPDATES

- This policy will be reviewed regularly to ensure it remains aligned with emerging AI technologies, educational needs, and legislative changes.

10.0 CONCLUSION

- By adhering to this policy, we commit to using AI as a tool for enhancing educational experiences, fostering a safe, inclusive, and innovative learning environment.



Outcomes
First Group