

Artificial Intelligence Policy

The Rushmere Academy



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Artificial Intelligence (AI) Policy

1. Purpose

This policy sets out the school's approach to the safe, ethical, and responsible use of Artificial Intelligence (AI). It aims to support teaching, learning, and administrative activities while protecting pupils, staff, and school data. The policy promotes innovation while ensuring that AI is used in a way that aligns with the school's values, safeguarding responsibilities, and legal obligations.

2. Scope

This policy applies to all staff, pupils, governors, volunteers, contractors, and any other individuals using AI technologies on behalf of the school or within school activities. It covers the use of AI tools for teaching, learning, assessment, administration, communication, and operational purposes.

3. Responsible Use of AI

AI should be used to enhance learning and improve efficiency, not to replace professional judgment, critical thinking, creativity, or meaningful human interaction. All users must:

- Use AI ethically, responsibly, and lawfully.
- Ensure AI supports rather than replaces learning and teaching.
- Be transparent when AI has been used to produce work where disclosure is required.
- Comply with school policies relating to safeguarding, acceptable use, data protection, and academic integrity.

4. Appropriate Use by Staff and Pupils

Staff

Staff may use approved AI tools to:

- Support lesson planning and curriculum development.
- Generate teaching resources and learning activities.
- Assist with administrative tasks and drafting documents.
- Support accessibility and differentiated learning materials.
- Enhance professional development and research.

Staff must review, edit, and verify all AI-generated content before use and remain accountable for any work produced with AI assistance.

Pupils

Pupils may use AI where authorised by their teacher and where it supports learning objectives. Acceptable uses may include:

- Brainstorming ideas.
- Receiving explanations of concepts.
- Practising skills and revision.
- Developing study materials.

Pupils must not submit AI-generated work as their own unless explicitly permitted. They should understand how AI has contributed to their work and be prepared to explain their learning.

5. Data Protection and Confidential Information

Users must never enter confidential, personal, or sensitive information into public AI systems unless the tool has been approved by the school and appropriate data protection measures are in place.

The following information must never be entered into unapproved AI tools:

- Personal data relating to pupils, staff, parents, or governors.
- Safeguarding information or child protection records.
- Medical or health information.
- Behaviour, disciplinary, or attendance records.

- Assessment data or examination materials that are confidential.
- Financial information.
- Passwords, security credentials, or access information.
- Any information classified as confidential by the school.

All AI use must comply with applicable data protection legislation and the school's Data Protection Policy.

6. Safeguarding

The safety and wellbeing of pupils remain paramount. Staff must:

- Supervise pupil use of AI appropriately.
- Consider age appropriateness when selecting AI tools.
- Report harmful, inappropriate, or concerning AI-generated content in line with safeguarding procedures.
- Ensure AI is not used to facilitate bullying, harassment, discrimination, or harmful behaviour.
- Monitor for misinformation, bias, or inappropriate responses generated by AI systems.

AI should never replace professional safeguarding decisions or human intervention.

7. Accuracy and Verification

AI systems can generate inaccurate, outdated, misleading, or biased information. Users must:

- Verify important facts using reliable sources.
- Check references and quotations before use.
- Review all AI-generated content for accuracy, appropriateness, and quality.
- Exercise professional judgement before relying on AI outputs.

Responsibility for final decisions and published content always remains with the individual user.

8. Copyright, Plagiarism, and Academic Integrity

All users must respect intellectual property rights and maintain academic honesty.

Staff and pupils must:

- Avoid presenting AI-generated work as entirely their own where this would constitute plagiarism.
- Acknowledge AI use where required by school or examination regulations.
- Respect copyright and licensing requirements.
- Ensure assessment work complies with awarding body guidance and school expectations.

AI should support learning rather than undermine the development of independent knowledge and skills.

9. Staff Responsibilities and Human Oversight

Staff remain professionally accountable for all decisions made with AI assistance.

Staff are responsible for:

- Exercising professional judgement.
- Reviewing all AI-generated materials before sharing or using them.
- Protecting confidential information.
- Using only approved AI systems where required.
- Reporting concerns about inappropriate or unsafe AI use.
- Keeping up to date with school guidance and relevant training.

AI should assist decision-making but must not replace human oversight, professional expertise, or safeguarding responsibilities.

10. Approved and Prohibited AI Tools

The school will maintain and regularly review a list of approved AI tools that meet educational, safeguarding, security, and data protection requirements.

Unless expressly authorised, users must not:

- Use unapproved AI tools with school data.
- Use AI tools that collect excessive personal information.
- Use AI to create harmful, discriminatory, offensive, or inappropriate content.
- Circumvent school security measures or filtering systems.
- Use AI to cheat, falsify work, or misrepresent authorship.

The school reserves the right to restrict or withdraw access to AI tools where necessary to protect pupils, staff, or school information.

11. Monitoring and Review

This policy will be reviewed regularly to reflect developments in AI technology, changes in legislation, and evolving educational best practice. Compliance with this policy may be monitored, and breaches will be managed in accordance with relevant school policies and disciplinary procedures.