DENSTONE
COLLEGE

Artificial Intelligence Policy

Introduction

Artificial Intelligence (AI) technology is already widely used in both commercial and everyday applications, and it is expected to have an increasingly significant impact on virtually all industries and job sectors, including education. Generative AI (including large language models) refers to technology that can be used to create new content, based on large volumes of data from a variety of works and other sources. From that data, a model is created which is designed to analyse the data, identify patterns and make decisions on its findings. Generative AI is a rapidly evolving technology capable of generating content such as text, audio, speech, code, images and other forms of creative output. Whilst this offers opportunities for schools and their pupils, it also increases risk such as academic dishonesty, data security and ethical concerns like perpetuating bias.

AI offers numerous opportunities for enhancing teaching, learning, and administrative processes. Denstone College is committed to using AI technologies in an ethical and responsible way. This policy establishes guidelines for the responsible and effective use of AI. By embracing AI technology, we aim to:
- Support staff in managing workload more efficiently and effectively
- Educate staff and pupils about safe and responsible use of AI
- Incorporate AI as a teaching and learning tool to develop staff and pupils' AI literacy and skills
- Prepare staff and pupils for a future in which AI technology will play a crucial role.

All users of AI will comply with applicable laws, regulations, policies and guidelines governing 'Keeping Children Safe in Education', intellectual property, copyright, data protection and other relevant areas. There will be no unauthorised use of copyrighted material or creation of content that infringes on the intellectual property of others. We will prioritise the safeguarding of our pupils and their online safety and will not knowingly use any AI technology that puts their safety or privacy at risk. Staff will not allow or cause intellectual property, including pupils' work, to be used to train Generative AI models without appropriate consent or exemption to copyright.

We recognise that AI technology is evolving rapidly and are committed to adapting our ways of working as necessary. We recognise the leadership in the education sector provided by the Department of Education and the guidance set out in their Generative AI in Education Policy Paper. This AI policy has been informed by that guidance. In addition, this policy recognises the EU AI Act 2024, the first legal framework on AI, which categorises educational AI tools as high risk. As guidance and technology changes, this policy therefore will need to remain under regular review. This policy will therefore be reviewed annually.

By adhering to this policy, we aim to foster a responsible and inclusive environment for the use of AI in education upholding privacy, fairness, and transparency for the benefit of all involved.

Scope and Responsibilities

This policy applies to all members of our school community, including students, teachers, administrative staff and other stakeholders who may use AI in the school environment.
All stakeholders who intend to use AI are responsible for reading and following this policy.

Use of AI by Staff (Operational and Teaching)

Staff workload is an important issue and Generative AI can make some tasks easier but should be used with caution as outlined in this policy.

Staff are permitted to explore and utilise Microsoft CoPilot, using their school account, to assist in managing their work. CoPilot does not use any data you input in order to train its models and it also encrypts data in transit. Examples of such tasks may include marking and feedback, report writing, lesson planning, writing schemes of work, correspondence, professional development and facilities management. AI can provide valuable support while still incorporating professional judgment and expertise.

AI tools will be used responsibly, ensuring they complement staff professional judgment and expertise, without replacing them.

Staff remain professionally responsible and accountable for the quality and content of any output generated by AI, however generated or used.

Staff will receive appropriate guidance and support to effectively integrate AI into their work including professional development opportunities focused on AI tools and their effective integration into school administrative and teaching practices. Staff will also be required to complete training on the risks of AI. Staff have a responsibility to identify any training and development needs.

Any AI tools staff wish to use, outside of CoPilot, must go through the College vendor assessment process to ensure compliance and may require a test period before approval. Details of the College vendor assessment process can be found in the data protection newsletter and policy. Any approved AI tools will be added to the approved list of AI tools which can be found on the I:Drive: IT:A.I.

Staff will not allow pupils' work to be used to train Generative AI models without appropriate consent or exemption to copyright.

Where staff use AI as part of their work, they will be clear where it has been used and what additional professional review or revision has been carried out. Staff will not use school AI tools or data for personal gain or for any means in contravention of applicable laws.

Use of AI by Pupils (College and Prep including EYFS)

As part of child protection and safeguarding policies and processes, the school will ensure that its pupils will continue to be protected from harmful content online, including that which may be produced by AI technology and that any AI tools used are assessed for appropriateness for individual pupils' age and educational needs. We will ensure that staff are aware of the risks of AI which may be used to generate harmful content including deepfake and impersonation materials.

Pupils may be allowed to explore and experiment with age-appropriate AI-based projects, allowing them to learn how to use AI for knowledge building, problem-solving, data analysis, and creative expression but only within the age restrictions and parental consent requirements as outlined by the AI tools used. AI tools that staff wish pupils to use, are also subject to the College vendor assessment and must follow the same process as outlined above.

A culture of responsible AI use will be fostered through engaging pupils in conversations about data privacy, bias, safeguarding, and the social impact of AI applications.

Pupils will be taught not to enter personal, sensitive, or confidential data into Generative AI tools.

Pupils will be taught about the intellectual property implications of using AI tools.

AI education will be incorporated into the Computing curriculum to provide pupils with an understanding of AI's capabilities, limitations, and ethical implications. Guidance will be provided on identifying reliable and trustworthy AI sources and evaluating the credibility and accuracy of AI-generated information.

Potential Misuse of AI

Pupils will receive education on responsible and ethical AI use, including the potential risks and consequences of relying solely on AI tools to complete assignments, coursework, or prep. Pupils will be instructed by staff to be clear and transparent about where their work has been created with the assistance of AI.

Teaching staff will emphasise the importance of critical thinking, creativity, and originality in pupil work, discouraging the misuse of AI as a means of plagiarism or academic dishonesty. Clear guidelines and expectations will be communicated to pupils regarding the appropriate use of AI tools during assessments, ensuring that their work reflects their own efforts and understanding and in accordance with the College academic honesty policy.

Key messages are delivered in KS3 Computing lessons, tutor programme and Wellbeing lessons and reemphasised in all subjects where pupils are completing work for external grading.

In the prep school (including EYFS) age appropriate messages are conveyed about the use of AI in generating fake news, altering content, and impersonation. Additionally, the importance of age-appropriate games, sites, and apps is emphasized.

The College will follow and adhere to any rules or guidance on the use of AI in assessments given by the Joint Council for Qualifications or individual Exam Board requirements: https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/ and https://www.jcq.org.uk/examsoffice/blogs/updating-the-jcq-guidance-on-ai-use-in-assessments/

Teaching staff will employ various methods to evaluate pupil understanding and ensure that they have genuinely grasped the subject matter. This may include class discussions, oral presentations, practical demonstrations, written reflections, and project-based assessments. By utilising diverse assessment strategies, teaching staff can verify pupils' comprehension beyond what AI tools can assess, promoting deep learning and authentic pupil engagement.

Teaching staff will educate pupils on the potential misuse of AI by those seeking to deceive or trick pupils into actions that they would otherwise not contemplate, for example interaction with others who are not who they claim to be but who can imitate who they claim to be using AI technology.

Ethical Use of AI

The use of AI has the potential to result in breaches of the Equality Act 2010. The use of AI systems, in particular Generative AI, will be carried out with caution and an awareness of their

limitations. Whether staff are using AI for teaching or school administrative purposes, or with pupils who will make use of this technology, they should be mindful of, and instruct pupils about, the following considerations:

- Bias - data and information generated by AI will reflect any biases in the data set used to produce it. This could include content which may be discriminatory based on factors such as race, gender, or socioeconomic background.
- Accuracy – information may be inaccurate when generated so any content should always be fact-checked.
- Relevancy – some AI models only collate data prior to a certain date so content generated may not reflect the most recent information.
- Fairness – It is not always possible to know why an AI system has made a decision or action and therefore it may be difficult to assess whether someone has been unfairly disadvantaged. If AI is used in a decision-making process you must be able to show that it does not result in discrimination of a protected characteristic.

Data Protection implications of using AI

Staff and pupils must be aware that any information entered into a Generative AI model is no longer private or secure. Staff and pupils must not enter any personal or school information (personal data, intellectual property or private information, including commercially sensitive information, such as contracts) into any Generative AI model. Staff must make themselves aware of and inform pupils about the data collection, storage, and usage practices associated with AI technologies, particularly Generative AI.

Staff who wish to utilise AI tools must ensure that the potential new use is assessed to consider if a Data Protection Impact Assessment (DPIA) is required and follow the school Data Protection Policy. A DPIA is always required for any systematic and extensive profiling or other automated evaluation of personal data.

Where AI involves the use of personal data, this falls under the remit of data protection law.

When signing up to use certain Generative AI models, names and email addresses may be required; this data sharing may require a Data Protection Impact Assessment to be carried out. Age restrictions are in place and some tools may require parental consent. You should contact the compliance and IT team prior to using any AI tools so that these checks can be made.

Policies to read to support this policy
- Data Protection Policy
- Digital Safety School Policy
- Non-Examinations Assessments Policy
- College Feedback and Assessment Policy
- School Prep and Homework Policy
- Academic Honesty Policy

Reference list

Archibald, C. (2024). *AI Guidance for Schools AI Guidance for Schools Data Protection Officer Guidance from The Education Data Hub Version 1.2*. [online] Available at:

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