Artificial Intelligence Policy for Pupils & Parents

Beam County Primary School

Approved by: Full Governing Body	Date:
Last reviewed on: 23.01.25	
Next review due by: 23.01.27	

<u>Document Owner and Approval</u>

The Headteacher is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the school's policy review schedule.

A current version of this document is available to all members of staff – New Staff Shared – Policies - @Policies-latest versions.

Signature: Date:

<u>Version History Log</u>

Version	Description of Change	Date of Policy Release by Judicium
1	Initial issue	16/10/2023

Artificial Intelligence Policy For Pupils And Parents

Background to the policy

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 pupils, especially if being used to complete school work.

Staff authorised usage of AI

We permit the informed and responsible use of generative AI applications by staff in carrying out identified business activities. Staff will comply with the terms of the workforce specific policy when using generative AI to carry out business activities.

We encourage the informed and responsible use of authorised AI applications by staff, for the following business purposes:

- (a) Drafting internal guidance, training and presentations;
- (b) Lesson planning
- (c) Conducting research
- (d) Developing code
- (e) Providing summaries
- (f) Idea generation

Where personal data is used with AI applications, an ICO risk assessment and/or data protection impact assessment ('DPIA') has been 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 pupils, staff and any other data subjects whose data might be shared with the authorised systems.

Authorised AI applications

The school allow access to the following AI applications for business purposes: ChatGPT, Grammarly, Socratic by Google, Quizlet, or Photomath, Canva for Education**,** Google Slides AI**,** Duolingo**,** Babbel**, and** Rosetta Stone, Seeing AI **(**Microsoft) **or** Kurzweil 3000, Microsoft Insights, **Turnitin AI,** Microsoft Edge AI-powered tools, Copilot

The listed AI applications may be updated at any time.

Pupil usage of AI

As captured in Appendix A, we will require parents/pupils to sign an Acceptable Use Statement to ensure appropriate usage of AI, and they are reminded of the permitted usage along with an outline of what classes AI misuses.

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

- (a) As a research tool
- (b) Idea generation for projects

Data Privacy

The school are yet to permit or encourage the usage of AI to process personal data at this time but are aware of the data protection responsibilities to be transparent of such usage and will update the policy as and when needed.

Related Policies

Pupils (and parents) can refer to the following policies that are related to this AI Policy: -

- Data Protection Policy
- Data Breach Policy
- Privacy notice for parents and pupils.
- IT and any related communications policies

These are available in New Staff Shared – Policies - @Policies-latest versions or upon request from the school office.

Breach of this policy

If at any time you feel a data breach has occurred in relation to data used, stored or shared with the AI system, please refer to the school's Data Breach Policy and/ or notify SLT so that this can be investigated.

Appendix A – Acceptable Use Statement - Usage of AI

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 pupil works.

We permit AI uses in the following circumstances:

(a) As a research tool
(b) Idea generation for projects

Where AI is permitted, it must not be misused in accordance with this statement. 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 pupil'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 pupil'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, pupils 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 pupils must show the name of the AI source used and should show the date the content was generated.

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: ………………………………………………………………….