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## ARTIFICIAL INTELLIGENCE (AI) POLICY

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This policy relates to all sections and activities of the school e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs.

### **1 PURPOSE**

**1.1** The purpose of this policy is to establish guidelines for the ethical, secure and responsible use of Artificial Intelligence (AI) technologies in our School community. It is designed to provide a framework for the appropriate use of AI technologies, while ensuring that pupils' privacy, security and ethical consideration are considered.

### **2 OBJECTIVES**

**2.1** This policy applies to all members of our school community, including pupils, teachers, office staff and other stakeholders, who may use generative AI technologies in the School environment.

### **3 POLICY STATEMENT**

**3.1** Red House School is committed to using AI technologies in an ethical, transparent and responsible manner. We acknowledge that AI technologies have the potential to significantly enhance pupil learning and engagement, but we also recognise the importance of protecting pupil privacy and ensuring that the use of these technologies is consistent with ethical considerations.

**3.2** The use of AI technologies in school aligns with our mission to provide a high-quality education that prepares pupils for success in the twenty-first century. AI technologies have the potential to support personalised learning and help teachers identify areas where pupils need extra support. They can also support research and writing activities and provide opportunities for pupils to develop skills related to critical thinking, problem solving and digital literacy.

### **4 RESPONSIBILITIES**

**4.1** At Red House School, the following individuals and groups are responsible for the implementation and maintenance of the policy:

- The Assistant Head (Academic) and the Head of the Junior School are responsible for providing resources, guidance and support to staff for the implementation of the policy.
- Teaching staff are responsible for implementing the policy in their classrooms, including providing instruction on the ethical and responsible use of AI technologies.
- Office staff are responsible for ensuring that AI technologies are used in compliance with the policy, including data privacy and security policies.
- Pupils are responsible for using AI technologies in an ethical and responsible manner, as outlined in this policy.
- Parents are responsible for supporting their children's appropriate and ethical use of AI technologies, in compliance with this policy.

### **5 ETHICAL CONSIDERATIONS, TRANSPARENCY AND ACCOUNTABILITY**

**5.1** Red House School recognises the potential benefits of integrating AI technologies into the educational environment. This policy outlines the principles and guidelines for the responsible use of AI within the school community, in accordance with the standards set forth by the Joint Council for Qualifications (JCQ) and the Department for Education (DfE).

**5.2** The School will communicate how AI technologies are being used, providing information about the purpose, functionality, and potential impact on pupils and staff. As outlined above, there are clear lines of accountability for the use of AI technologies within School to ensure proper oversight and decision-making.

**5.3** There will always be human oversight and control over any AI systems, particularly in decision-making processes that may impact pupils' education. We will ensure that staff and pupils are adequately trained to understand and interpret the outputs of AI technologies, including its limitations and potential biases.

### **6 DATA PRIVACY AND SECURITY**

**6.1** The School will adhere to data protection laws, as outlined in the School's GDPR Policy, to ensure the

privacy and security of pupil and staff data. Any data collected through AI technologies will only be used for legitimate educational purposes.

**6.2** Prior to the use of AI technologies involving data collection, informed consent will be obtained from pupils, parents, or legal guardians. The purpose, scope and implications of data usage will be clearly communicated.

## **7 ACCESS AND EQUITY**

**7.1** AI technologies implemented in School will be designed and used in a manner that promotes equity and inclusion, as per the overarching principles of the School's Equality, Diversity and Inclusion Policy.

**7.2** Efforts will be made to ensure that AI technologies are accessible to all pupils, regardless of abilities or disabilities. The School will work towards removing barriers to access and providing necessary accommodations.

**7.3** The deployment of AI technologies will be done in a manner that ensures equitable access to educational resources and opportunities for all pupils.

## **8 ACCEPTABLE USE OF AI**

**8.1** The School recognises the fundamental importance of pupil wellbeing and the safe use of the internet. Pupils should only use AI in a safe and responsible manner. Staff must educate pupils on the safe use of AI and the internet. The School's Child Protection (Safeguarding) and Pupil Acceptable Use of ICT policies must be followed to ensure the safety and wellbeing of pupils.

**8.2** Clear guidelines will be communicated for the acceptable use of AI technologies within the School. Users will be educated on responsible and ethical use.

**8.3** The School prohibits the use of AI technologies for any activities that violate laws, regulations, or ethical standards. This includes, but is not limited to, cheating, plagiarism, and any form of academic dishonesty.

## **9 ACADEMIC INTEGRITY**

**9.1** AI can be used as an aid for academic purposes, such as, research, homework, and assignments, where permitted by the teacher. However, it is essential to note that pupils should not solely rely on AI to complete their work.

**9.2** The use of AI must be in line with academic integrity guidelines, as outlined in this policy, and underpinned by the JCQ guidance 'AI Use in Assessments: Protecting the Integrity of Qualifications - Guidance for Teachers & Assessors' (published on 26 April 2023 and revised on 2 February 2024) and the DfE guidance, 'Generative Artificial Intelligence (AI) in Education' (last updated: 26 October 2023).

**9.3** AI must not be used in exams, as this constitutes exam malpractice. Pupils must not use AI to answer exam questions or seek assistance during the exam.

**9.4** The Assistant Head (Academic) and the Exams Officer should ensure that pupils are aware of this policy and the consequences of violating it.

**9.5** The School is committed to upholding academic integrity. Pupils are prohibited from using AI technologies to engage in cheating or plagiarism. Clear consequences will be outlined for academic misconduct related to AI use.

**9.6** 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 misleading acknowledgment of AI tools.
- Submitting work with intentionally incomplete or misleading references of bibliographies.

**9.7** Suspected breaches of academic integrity related to the use of AI technologies will be treated in line with the School's Behaviour Management and Examinations policies, as appropriate.

## **10 ASSESSMENT PROCESSES**

**10.1** As per the School's Examinations Policy, pupils must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and is not copied or paraphrased from another source, such as, an AI tool, and that the content reflects their own independent work.

**10.2** AI tools must only be used when the conditions of the assessment permit the use of the internet, and where the pupil is able to demonstrate that the final submission is the product of their own independent work and independent thinking.

**10.3** The School fully aligns with the JCQ guidelines 'AI Use in Assessments: Protecting the Integrity of Qualifications - Guidance for Teachers & Assessors' (published on 26 April 2023 and revised on 2 February 2024) and the DfE guidance, 'Generative Artificial Intelligence (AI) in Education' (last updated: 26 October 2023).

## **11 CITATION AND REFERENCING**

**11.1** It is essential that pupil's reference the sources they have used when producing assessed work. Where pupils use AI for assessed work, they must acknowledge its use and show clearly how they have used it. Pupils and staff should be clear that AI-generated content is not subject to the same academic scrutiny as other published sources, and therefore they must exercise caution. See refer to section 12 below.

**11.2** Where AI tools have been used as a source of information, a pupil's acknowledgement must show the name of the AI source, and should show the date the content was generated. Further guidance regarding citation and referencing can be found in the JCQ guidelines highlighted in section 10.3 above.

## **12 AI ACCURACY AND CREDIBILITY**

**12.1** Teachers and pupils should be aware that AI tools are still being developed and there are often limitations to their use, such as producing inaccurate, misleading or inappropriate content.

**12.2** AI-generated information needs to be scrutinised for accuracy and credibility before it is used for educational purposes. Teachers will guide pupils in critically evaluating AI-generated information and understanding its limitations.

**12.3** AI-generated content should be fact-checked using these specifics:

- The author of the source material
- The website's or author's credentials
- What the original source says and in what context
- The reason why the information was shared
- If there are biases present
- How recent the information or study was published
- Who else is citing the source

## **13 STAFF PROFESSIONAL DEVELOPMENT**

**13.1** Staff will receive training on the use of AI technologies in education from the Assistant Head (Academic). Professional development opportunities will emphasise the ethical use of AI technologies, ensuring that educators are proficient in guiding pupils towards responsible AI usage.

**13.2** We are committed to looking for opportunities to use AI, which will bring about benefits for teachers and pupils. For example, teachers may want to make use of AI to create and support lesson resources. We will explore ways to use AI to reduce workload.

## **14 REVIEWING AND UPDATING THIS POLICY**

**14.1** This Artificial Intelligence (AI) Policy is developed in compliance with the guidelines provided by the Joint Council for Qualifications (JCQ) and the Department for Education (DfE), 'Generative Artificial Intelligence (AI) in Education' (published on 29 March 2023; last updated on 26 October 2023).

**14.2** The School is committed to regularly reviewing and updating this policy to align with emerging best practices, technological advancements, and changes in regulations.

**14.3** The School will annually review this policy and assess the ethical implications of AI technologies and be prepared to adjust or discontinue the use of certain technologies if ethical concerns arise.

Created by: Dr R Ashcroft  
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