

## Whole School Artificial Intelligence (AI) Policy

### 1. Purpose and Scope

Artificial Intelligence (AI) is increasingly present in education and society. When used well, it can enhance teaching, personalise learning, support inclusion, and streamline administrative tasks. However, AI also presents risks relating to safeguarding, inappropriate content, bias, misinformation, privacy, data protection and fairness. This policy sets out how AI will be used safely, ethically and responsibly across Thorpe Hall School, by staff, pupils (Reception–Year 11), governors, volunteers and visitors. It applies to all AI tools used on school devices, networks, or personal devices being used for school purposes.

### 2. Aims

- Ensure the safe, ethical and responsible use of AI across the school.
- Protect pupils and staff from AI-related risks, including unsafe content, harmful interactions, unsafe conduct and data misuse.
- Promote AI literacy, critical thinking and digital resilience.
- Ensure transparency in how AI is used for learning and operations.
- Ensure compliance with UK GDPR and strong data protection practice.
- Provide clear rules for AI use by pupils and staff, including age-appropriate expectations.
- Establish clear reporting procedures for misuse or harm relating to AI.

### 3. Legislative and Guidance Framework

- Department for Education (DfE) guidance on Generative AI and Product Safety Expectations.
- DfE Keeping Children Safe in Education (KCSIE).
- DfE Teaching Online Safety in Schools.
- Prevent Duty guidance.
- UK GDPR and Data Protection Act 2018.

### 4. Principles of AI Use

- Proactive — explore AI where it benefits learning and school operations.
- Balanced — weigh benefits against risks for each AI tool or activity.
- Inclusive — ensure AI supports accessibility and fairness for all learners.
- Transparent — staff, pupils and parents should understand why/when AI is used.
- Human-overseen — teachers remain fully responsible for all decisions. AI must never be the sole decision-maker for assessment, pastoral care or behaviour.

### 5. Roles and Responsibilities

#### 5.1. Governing Board

- Has overall responsibility for monitoring policy implementation.
- Ensures AI-related risks are included in safeguarding and filtering/monitoring reviews.
- Receives regular updates from the DSL and SLT regarding AI use and incidents.

#### 5.2. Headteacher

- Ensures consistent implementation of the policy.
- Ensures staff receive necessary AI-related training.

### **5.3. Designated Safeguarding Lead (DSL)**

- Leads on AI-related safeguarding matters.
- Maintains logs of AI incidents and ensures appropriate intervention.
- Conducts AI-related risk assessments annually.

### **5.4. AI Working Group**

- Composed of SLT, DSL, ICT Manager, DPO and staff representatives.
- Reviews and approves AI tools before use.
- Conducts an annual AI audit reviewing safety, impact and compliance.

### **5.5. ICT / Systems Manager**

- Maintains safe filtering and monitoring for AI platforms.
- Ensures system security and blocks unsafe AI tools.

### **5.6. Staff and Volunteers**

- Follow this policy and the AI Acceptable Use Agreement.
- Verify AI-generated content before use in lessons.
- Avoid entering personal/sensitive data into AI unless approved by the DPO.
- Do not rely on AI for final decisions about pupils.

### **5.7. Parents/Carers**

- Support the school in promoting safe technology use.
- Report concerns to the school.

### **5.8. Pupils**

- Follow the age-appropriate AI Acceptable Use Agreement.
- Never enter personal data into AI tools.
- Never use AI to cause harm, cheat, impersonate, or produce inappropriate content.

## **6. Data Protection, Privacy and Accuracy**

- Only school-approved AI tools may be used.
- No personal or sensitive data may be entered into AI tools without DPO approval.
- Staff must verify accuracy and bias in AI outputs.
- Pupils will be taught to critically evaluate AI-generated information.

## **7. Pupil Use of AI**

### **7.1. General Expectations**

- Pupils may use AI only when supervised or with explicit permission.
- Only AI tools approved by the school may be used.
- AI should be treated as a learning support, not a replacement for thinking.

### **7.2. Prohibited Uses**

- Accessing or attempting to access unapproved AI tools.
- Entering personal data.
- Using AI to cheat or avoid completing their own work.

- Generating harmful, offensive, violent or sexual content.
- Impersonating others or creating deepfake images/videos.

### **7.3. Academic Honesty**

- Pupils must not submit AI-generated work as their own.
- AI use must be declared where permitted.

### **8. Staff Use of AI**

- AI may be used to support lesson planning, differentiation and administrative tasks.
- Staff must check all AI outputs before sharing with pupils.
- AI must not be used to create safeguarding-sensitive content.
- Staff must never rely on AI to make decisions about behaviour, welfare or assessment.

### **9. AI Risks and Safeguarding**

- Exposure to harmful/inappropriate content.
- Inaccurate or biased outputs.
- Data privacy risks.
- Cheating/academic dishonesty.
- Cyber-bullying or deepfake misuse.

### **10. Responding to Misuse**

- Pupil misuse will follow Behaviour, Safeguarding and Anti-Bullying Policies.
- Staff misuse will be managed under the Staff Code of Conduct.
- Serious incidents may require police involvement.

### **11. Education and Training**

- Pupils receive AI literacy and online safety education.
- Staff receive training on safe/ethical AI use and accuracy checking.
- Parents receive information through newsletters and sessions.

### **12. Monitoring and Review**

- DSL and ICT Manager monitor incidents and system logs.
- AI Working Group conducts an annual audit.
- Policy reviewed annually or earlier if guidance or tools change.

### **13. Linked Policies**

- Online Safety Policy
- Safeguarding & Child Protection Policy
- ICT Acceptable Use Policy
- Data Protection Policy
- Behaviour Policy
- Anti-Bullying Policy

Policy created:	February 2026
Approved	May 2026
Next review:	February 2027