

# GILBERT INGLEFIELD ACADEMY



## AI POLICY

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|----------------------------------|--------------|
| Date of Policy:                  | March 2025   |
| Approved by Full Governing Body: | March 2025   |
| Next Review Date:                | March 2028   |
| Staff Responsible:               | Head Teacher |

### Introduction

Gilbert Inglefield Academy is committed to ensuring the security of its digital assets, data, and information. This AI policy outlines the guidelines and measures that all staff must follow. The primary purpose of this policy is to offer guidance and establish a consistent approach to AI.

Artificial intelligence" is the imitation of intelligence by a computer programme. "Generative AI" has gained popular attention due to its ability to create text, images and video that is sometimes indistinguishable from human-created text or real photos or videos. Whilst there is a huge potential for AI to support learners and save workload; teachers, students and parents need to understand that there are potential issues. These range from inaccuracies and misinformation in the generated content to student use to 'cheat' at assignments, to inherent bias in the generated content and more harmful content being generated.

### Responsibilities

This policy applies to all employees, contractors, volunteers, and students associated with Gilbert Inglefield Academy.

Students still need to have a strong grounding in knowledge so that they can be discerning when working with AI and approach AI-generated content with a critical mindset. Students should also understand how these services can support their learning.

Educators need to be aware of the evolving potential for AI to save workload in their practices in the role of assistant rather than replacement whilst being sure to use AI in a way that is commensurate with safeguarding and data safety regulations.

Schools need to commit to having a policy in place that supports the careful, blended adoption of AI in a way that supports high-quality, evidence-informed, teaching and learning.

### Ethics

In line with the Beijing Consensus from UNESCO on the ethics of AI, our school recognises the transformative potential of AI in education, as well as the risks and challenges, particularly concerning ethical considerations.

The Department for Education's (DfE) guidance on Generative AI in education (October 2023) underscores the importance of adhering to ethical standards, emphasising the potential biases and inequalities that could emerge through the use of AI. Some of these issues include:

- The risks of AI tools being biased against particular groups.
- AI-generated content perpetuates biases already present in society due to it being based on real-world existing content.
- AI creating factually incorrect materials.
- The risk of AI being used to complete assessed work.

To mitigate these risks, our school is committed to:

- Regularly reviewing and evaluating AI tools to ensure they align with ethical standards and educational values, fostering an environment of fairness, inclusivity, and diversity.
- Providing regularly updated guidance and CPD to all staff to help them recognise and understand the underlying biases that can influence AI, equipping them to identify and address potentially harmful content, misinterpretations and misuse.

## Data Protection

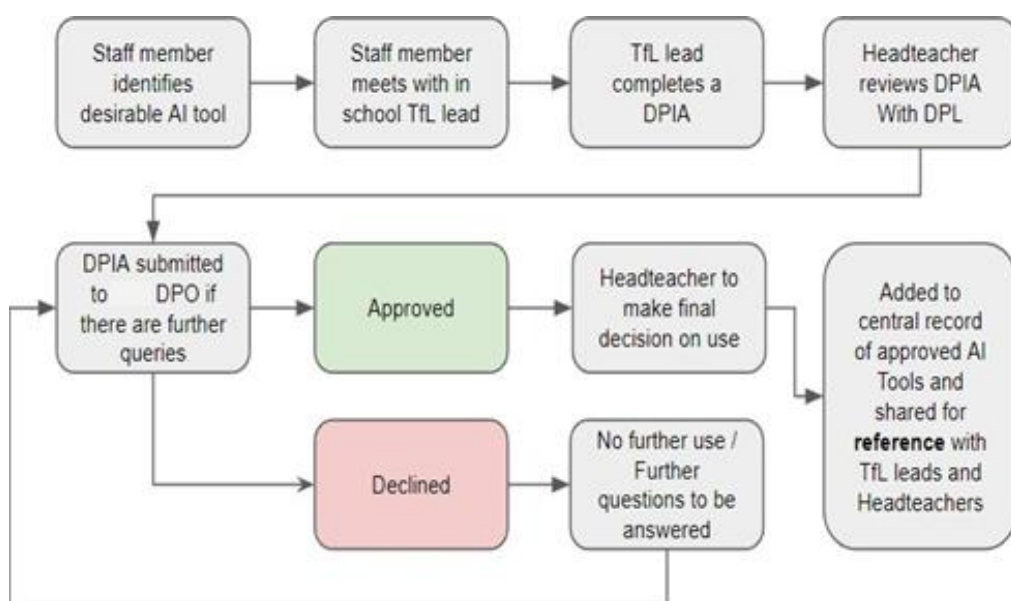
AI systems often learn and evolve based on the data provided, raising significant data protection concerns. Staff must exercise caution to avoid inputting sensitive or personal data into generative AI systems, especially those that generate content based on provided information.

In compliance with the General Data Protection Regulation (GDPR), our policy states that:

- Any AI tool used within the school environment must undergo a thorough risk assessment by the school's data protection lead to evaluate data handling, confidentiality, and security aspects and guidance should be given to staff as a result of any potential risks.
- No sensitive student data should be input into generative AI systems.
- All staff members are required to participate in routine data protection training, which includes best practices in handling and interacting with AI platforms.

The school agrees not to use student work to train AI unless there is permission granted from parents (or the student if over 18) in line with the DfE guidance.

To mitigate these risks all staff are required to follow the following Data Processing Impact Assessment (DPIA) process for approval, with support from their Data Protection Officer (DPO)



All staff must remain vigilant about existing software and tools that may change and fall within the scope of this policy. Should change occur, the existing piece of software or tool should be treated as needing a new DPIA.

AI tools are rapidly evolving and therefore all previously approved DPIAs should be reviewed at a minimum every 12 months following initial approval, or when there is a change of scope, whichever occurs soonest.

Staff will receive regular updated guidance and CPD to help them recognise and understand the underlying biases that can influence AI, equipping them to identify and address potentially harmful content, misinterpretations and misuse.

## Safeguarding & Online Safety

The safety of our students remains paramount, especially within the digital realm where AI is utilised. While AI can be a powerful educational tool, its misuse can lead to issues.

- Staff and students are encouraged to develop critical thinking skills, essential in assessing the credibility and appropriateness of AI-generated content.
- Any concerning behaviour or material generated by or encountered within AI platforms must be immediately reported, following the school's safeguarding procedures.

## Curriculum

Understanding AI's role, potential, and limitations in our world is crucial for students. To support this, we commit to developing a curriculum that will integrate critical thinking skills and foundational knowledge about AI.

We commit to:

- Ensuring that knowledge remains at the core of our curriculum to enable the critical judgement of AI and enables critical thinking.
- Developing opportunities within existing subjects to critically evaluate information, particularly content generated by AI, to equip students with the skills needed to discern misinformation and inaccuracies.
- Considering adopting and integrating innovative educational resources such as 'Experience-AI' from the Raspberry Pi Foundation and DeepMind AI within the computing curriculum to ensure students understand what AI is.
- Developing a strand within the PSHE curriculum that addresses emerging concerns around content that could be generated by AI as part of Online Safety education.

In all examinations, the school will follow the JCQ guidance on AI in assessments.

Through this policy, our school is committed to harnessing the benefits of AI in an ethical, safe, and informed manner, preparing our students to navigate and contribute to an increasingly digital world.

## Associated Documents and Roles

| Document Name                            | Description   | Owner(s)                     |
|--|---|------------------------------|
| Data Protection Policy                   | Data management and protection processes  | Data Protection Officer      |
| Safeguarding Policy                      | Safeguarding practices  | Designated Safeguarding Lead |
| Internet and Email Acceptable Use Policy | Acceptable use of technology in and out of school   | Head Teacher<br>ICT Manager  |
| Business Continuity Plan                 | Measures in place to maintain service and access to systems/data in the event of potential incidents. | School Manager               |
| Cyber Security policy                    | Outlines responsibilities to protect the school from cyber incidents                                  | ICT Manager                  |