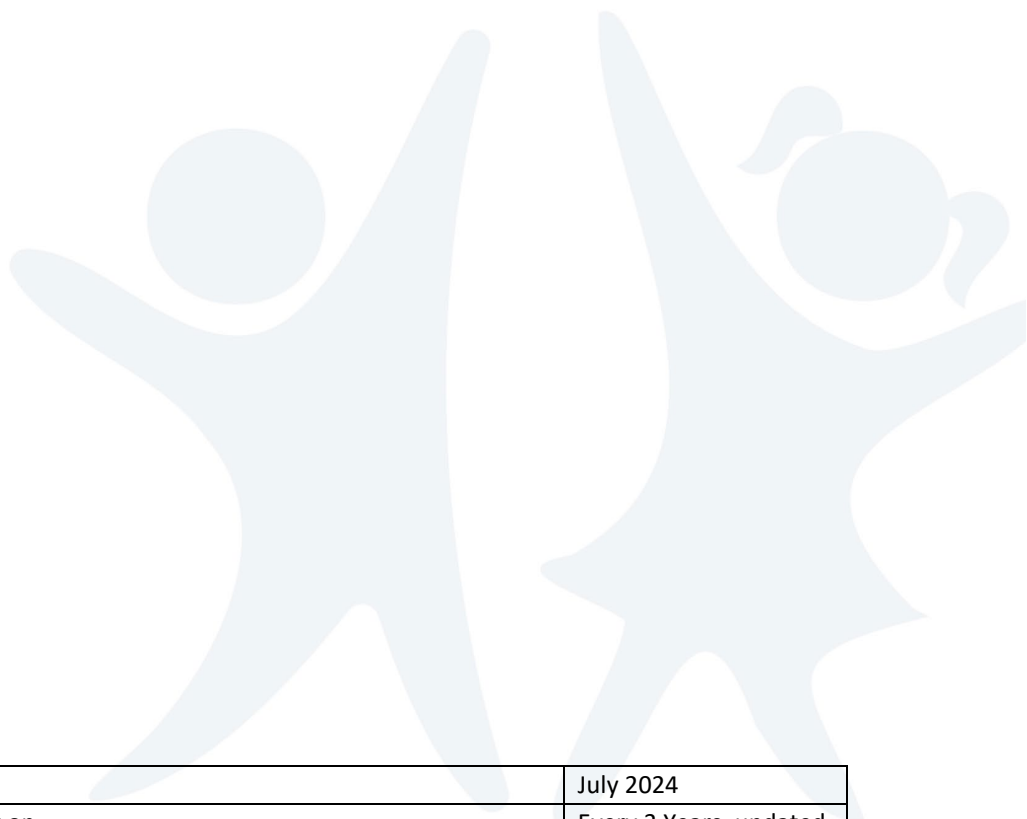


Artificial Intelligence Policy



Date adopted by the MAT	July 2024
This policy is scheduled for review on	Every 3 Years, updated if required sooner

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Statement of intent

At Manor MAT we recognise that the use of artificial intelligence (AI) can assist and enhance learning experiences for our pupils, positively affect teacher workload and prepare pupils for emerging technologies. While there are many benefits to using AI tools in the classroom, such as providing more personalised and adaptive tutoring, we must ensure that the content produced is accurate, safe and appropriate for our pupils. Through the measures outlined in this policy, the school aims to ensure that AI is used effectively, safely and appropriately to enhance our pupils' education.

For the purposes of this policy, the following terms are defined as:

- **AI** – The theory and development of computer systems able to perform tasks normally requiring human intelligence, e.g. visual perception, speech recognition, decision-making.
- **Generative AI** – A category of AI models that generate new outputs based on the data they have been trained on and the user's prompt. These include, but are not limited to, ChatGPT, Google Bard, Anthropic Claude, and Inflection's Pi models.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'Generative artificial intelligence in education'
- DfE (2023) 'Meeting digital and technology standards in schools and colleges'

This policy operates in conjunction with the following school policies:

- Online Safety Policy
- Cyber Response and Recovery Plan
- Data Protection Policy
- Acceptable Use Agreement
- Child Protection and Safeguarding Policy
- Cyber-security Policy
- Behaviour Policy
- Curriculum Policy
- Disciplinary Policy and Procedure

Roles and responsibilities

The Directors and Executive Leadership Team will be responsible for:

- Ensuring that this policy is effective and complies with relevant laws and statutory guidance.
- Reviewing this policy on an annual basis.
- Ensuring their own knowledge of the use of AI tools in the school is up to date.
- Ensuring all staff undergo child protection and safeguarding training, including online safety, at induction and at regular intervals.
- Ensuring the school follows the DfE's digital and technology standards.
- Overseeing the budget allocation for AI tools, training, and infrastructure.

Headteachers will be responsible for:

- Ensuring that staff receive regular, up-to-date training on how to use AI tools in school.
- Ensuring that the use of AI tools in the school is integrated into relevant policies and procedures, the curriculum, and staff training.
- Communicating with parents to ensure they are kept up to date with how AI tools are being used in the school, how this will impact pupils' education and how the school is ensuring the tools are being used safely and effectively.
- Listening and responding to any feedback and/or concerns raised by parents, pupils, or staff regarding the use of AI tools in the school.
- Working with the governing board to review and update this policy on an **annual** basis.
- Ensuring that AI practices are audited and evaluated on a regular basis.
- Liaising with ICT technicians and subject leaders to review, approve or disapprove of suggested AI tools.
- Promoting a culture of innovation while ensuring the ethical use of AI tools.

Digital Services Team will be responsible for:

- Providing technical support to teachers and subject leaders in the development and implementation of the school's AI practices.
- Reviewing the security of AI tools before they are implemented.
- Implementing appropriate cyber security measures.
- Keeping an up-to-date record of the AI tools being implemented by the school.
- Liaising with the headteacher and subject leaders to review, approve or disapprove suggested AI tools.
- Regularly updating software and ensuring that AI tools are running the latest and safest versions.

The DPO will be responsible for:

- Keeping up-to-date and informed with AI technologies relevant to the school.

- Understanding and maintaining awareness of what the use of AI means for data protection in the school.
- Advising the school on how to integrate the use of AI while complying with data protection regulations.
- Establishing and regularly reviewing protocols for data storage, sharing, and disposal related to AI tools.
- Running periodic training sessions on data protection in the context of AI for the staff.

The DSL will be responsible for:

- Taking responsibility for online safety in school.
- Undertaking training so they understand the risks associated with using AI tools in school.
- Liaising with relevant members of staff on online safety matters.
- Maintaining records of reported online safety concerns relating to the use of AI tools, as well as the actions taken in response to concerns.
- Being a point of contact for teachers and subject leaders using AI in classrooms to discuss any safeguarding concerns or queries.
- Collaborating with external agencies to stay updated on the latest online threats related to AI.
- Organising awareness campaigns for pupils on the ethical and safe use of AI.

Subject leaders will be responsible for:

- Researching and identifying the most effective and appropriate AI tools for their subject's curriculum.
- Seeking approval from the headteacher and ICT technicians for any AI tools they wish to use in their curriculum.
- Requesting support from ICT technicians with the implementation of AI tools where needed.
- Effectively integrating the use of AI tools into lesson plans.
- Familiarising themselves with the AI tools they are using in their lessons and ensuring that they have a basic understanding of the technology and the risks it poses. Assisting pupils to use and understand the chosen AI tools where necessary.
- Regularly sharing insights and feedback with other subject leaders to ensure cross-curricular coherence in AI tool use.
- Staying updated on global best practices in the use of AI tools in their specific subject.

All staff members will be responsible for:

- Adhering to the Acceptable Use Agreement and other relevant policies.
- Ensuring the security of the AI tools and data they use or have access to.
- Modelling good online behaviours when using AI tools.
- Maintaining a professional level of conduct in their use of AI tools.
- Having an awareness of the risks that using AI tools in school poses.
- Reporting concerns in line with the school's reporting procedure.
- Where relevant to their role, ensuring that the safe and effective use of AI tools is embedded in their teaching of the curriculum.
- Familiarising themselves with any AI tools used by the school and the risks they pose.
- Providing feedback to ICT technicians and the headteacher on the effectiveness of using AI tools.
- Participating in CPD related to AI.
- Encouraging pupils to critically assess and provide feedback on the AI tools being used.

Pupils will be responsible for:

- Adhering to the Acceptable Use Agreement and other relevant school policies.
- Seeking help from the relevant school staff if they are concerned about an experience that they or a peer had while using AI tools.
- Seeking assistance from the classroom teacher in the use and understanding of AI tools, where necessary. Familiarising themselves with any AI tools used by the school and the risks they pose.
- Demonstrating responsibility and ethical behaviour while using AI tools, including not attempting to manipulate or misuse the tools.
- Sharing feedback with teachers regarding their experiences and suggestions for AI tools.

Parents will be responsible for:

- Staying informed about the AI tools their children are using in school.
- Collaborating with the school in ensuring safe and ethical use of AI tools at home.
- Attending training or information sessions organised by the school about AI tools.

Using AI to plan lessons

The MAT and schools will ensure that AI tools are used in lesson planning to achieve the following aims:

- To reduce workload
- To free up teachers' time
- To enhance pupils' education

- To provide pupils with more personalised and adaptive learning experiences

All subject leaders and teachers have the option to formulate lesson plans through the use of approved AI tools. Where AI tools are used in lesson planning, the quality and content of the final plan will be staff members' professional responsibility, and will not assume that AI output will be comparable with a human-designed document that has been developed in the specific context of the school.

All staff using AI tools for lesson planning will understand that plans created by AI tools should act as a starting point or guide rather than the finalised document. Staff will modify and enhance lesson plans in line with their pupils' specific needs, learning styles and the desired content for the lesson. All AI-generated lesson plans will be critically evaluated by the relevant teachers to ensure that they will be age-appropriate and beneficial to pupils' education.

Staff will ensure that, as a minimum, all lesson plans assisted by AI tools cover the following:

- Lesson objectives
- Materials required
- Lesson duration
- Introduction to the lesson and/or subject
- Guided practice
- Independent practice
- Conclusion
- Differentiation

When using AI tools to produce a lesson plan, staff will ensure that they enter prompts that align with the curriculum. The school will offer regular training sessions and workshops on effectively integrating AI tools into lesson planning. Teachers will be encouraged to share feedback on the AI tools they use, helping the school continuously refine its approach. The effectiveness of AI tools in lesson planning will be reviewed annually to ensure their alignment with the school's educational objectives.

Using AI tools during lessons with pupils

The school may use AI tools to deliver balanced, high-quality lessons to all pupils. The AI resources used will be:

- Approved by the headteacher and Digital Services Team
- Accessible to all staff and pupils.
- Appropriate for the activities pupils undertake.
- Appropriate for pupils' age, developmental stage and learning abilities.

AI tools will be used in school for educational purposes only.

Equality of access

The school and trust recognise that not all pupils will be able to use or access AI tools in the same way. Teachers will ensure that pupils and parents are aware that the use of AI tools is not mandatory or necessary for pupils have a successful education at the school.

Teachers will be encouraged to select AI tools that are accessible for all pupils, taking into account any barriers to AI use such as SEND. Where this is not possible, teachers will work with pupils, parents and relevant staff members to ensure that those unable to use the approved AI tools are given alternative methods of learning and are able to keep up with the curriculum.

The school will ensure that pupils' learning does not rely or depend on the use of AI tools. Where AI tools are used, teachers will prepare alternative methods of learning for those who cannot, or do not want to, use educational AI. Where AI is being used for continuous learning, homework, or exam and assessment preparation, teachers will ensure that pupils are provided with alternative materials, such as physical copies of tasks or past exam papers, to enable pupils without access to AI tools outside of school to access the same level of education and attainment.

The school will ensure that pupils' learning is not disadvantaged by the inability to use AI tools or access them outside of school. Parents and pupils will be encouraged to raise any concerns or issues regarding equality of access with the relevant subject leader.

The school will recognise that technology can sometimes pose accessibility challenges, and will be committed to ensuring that all AI tools adopted are compliant with accessibility standards. The school will take all reasonable endeavours to ensure that pupils with disabilities can interact with them without hindrance. In addition to SEND considerations, the school will consider socio-economic factors. The school will be aware that not every pupil may have access to high-speed internet or advanced devices at home, and will ensure that offline modes and alternative resources are made available to ensure no pupil is disadvantaged.

The school will choose AI tools that have the capability to support multiple languages or dialects to reflect the linguistic diversity of the school's community. This will ensure that pupils with EAL are not disadvantaged.

Recognising that familiarity with AI tools can vary, the school will provide additional support sessions for pupils who might find it challenging to navigate these tools. This will include hands-on training sessions, user manuals, or peer-assisted learning. Parents will be provided with guidelines and resources to help them support their children's use of AI tools at home, ensuring that the learning ecosystem remains consistent both inside and outside of school.

Personalised learning

Teachers aim to provide more personalised learning to pupils through the use of AI tools during lessons. The school will prioritise the use of AI tools that are capable of adapting lesson content and activities based on individual pupils' abilities and learning styles, to ensure that each pupil is receiving tailored instructions and support.

Teachers will also use AI tools to generate adaptive assessments, which are able to adjust the difficulty of questions and tasks based on the pupil's performance. This will allow teachers to gain more accurate insights into each pupil's strengths and areas for improvement.

Interactive learning

Teachers will use AI tools to facilitate interactive learning during lessons, where this will benefit pupils' learning. Teachers will prioritise using AI tools that are designed to be engaging, e.g. with videos and animations, to encourage pupils to interact more with the subject content.

Teachers will be encouraged to use AI tools that incorporate gamification elements, such as virtual rewards, earning points, and educational quizzes and games, that pupils can interact with. AI tools that provide pupils with positive reinforcement, such as rewards or virtual badges, will be prioritised in the classroom, particularly for pupils who are struggling with attainment.

The school will use AI tools to support collaborative learning. These tools will be integrated into lessons to promote group-based activities and discussions. The school aims to enhance pupils' teamwork skills and deepen understanding through collaboration. Teachers will ensure that these tools align with the curriculum and facilitate effective group interactions.

Continuous learning

Schools will prioritise using AI platforms that will be accessible to pupils outside of school hours, to allow pupils to continue practising and learning various skills at their own pace. Teachers will encourage pupils to use the chosen AI tools outside of school time, such as during weekends or half terms, particularly for core subjects e.g. maths and English. Teachers will ensure that any AI platforms used for continuous learning incorporate interactive, engaging elements, such as videos and animation, to incentivise pupils to use the platform outside of school.

The school will communicate with parents at the **start of each term**, detailing which AI tools can be accessed from home, instructions on how to access the platforms, and emphasising the importance of continuous learning. The school will make it clear to parents that, excluding set homework, revision and tasks, it is not mandatory for pupils to continue to use the tools outside of school hours.

Teachers will convey the importance of continuous learning in exam season to parents and pupils, and encourage pupils to use the approved AI tools while revising for exams and assessments. Where possible, teachers will set revision tasks through AI platforms that are engaging and focus on memory retention. Where AI tools are used in relation to

exams and assessments, the school's Safe Use of AI Policy will be adhered to at all times.

Feedback, marking and homework

Any AI tools used will have the ability to provide pupils with instant feedback on their work, with the aim of reducing workload for teachers, freeing up time, and enabling pupils to progress at their own pace. Teachers will ensure that, while using technologies that can assist in marking pupils' work and giving feedback, this is not the only way that pupils' work is being monitored. Teachers will be expected to find a balance between technology and human interaction in order to ensure learning is effective.

Homework developed using or in relation to AI platforms will be in line with the school's AI and Homework Policy. If required, teachers will use approved AI tools to detect instances of plagiarism in pupils' work. The school will encourage parents to familiarise themselves with the AI tools used for homework to ensure parents remain informed about their child's progress and can actively participate in supporting their child's learning journey.

Misuse of AI tools

The school acknowledges that the misuse of AI tools can happen both accidentally and intentionally, and that education and awareness is key to preventing misuse. The school will follow the Safe Use of AI Policy, Online Safety Policy and Child Protection and Safeguarding Policy to prevent, identify and manage any potential misuse.

Staff members found to be deliberately and/or repeatedly misusing AI tools will be disciplined in line with the school's Disciplinary Policy and Procedures. Pupils found to be deliberately and/or repeatedly misusing AI tools will be sanctioned in line with the school's Behaviour Policy. Where staff or pupils are found to be misusing AI tools, the headteacher will review the circumstances and consider revoking access to the AI tools for the concerned individuals. Staff, pupils and parents will be educated on the correct and appropriate ways to use the AI tools they are given access to. The school will give pupils an informative leaflet to share with parents on the dangers of AI misuse and information on how to raise any concerns or queries.

As well as informative leaflets, the school will consider hosting sessions or webinars for parents to discuss the ethical use of AI. The school will follow the steps set out in the Safe Use of AI Policy to prevent and identify AI misuse. Parents and pupils will be aware of the school's approach to plagiarism and malpractice, particularly regarding exams and assessments, and of the consequences of misusing AI tools. In line with the Acceptable Use Agreement and Staff Code of Conduct, the school will make use of various programmes and services to analyse pupils' work where necessary to determine the likelihood that it was produced by AI. The MAT and Schools will not, under any circumstances, accept work which is not the pupils' own.

Where assessments take place in the classroom, such as coursework, pupils will only be permitted to use AI tools to assist them where 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 thinking. While classroom assessments are taking place, pupils and their use of the internet will be supervised at all times.

Regular training sessions will be organised for staff and pupils, focusing on the ethical use of AI tools. These sessions will address the distinction between legitimate assistance and over-reliance on AI. Digital Services, in collaboration with subject leaders, will regularly review the AI tools being implemented, ensuring that they do not inadvertently promote misuse.

The school will establish a feedback mechanism allowing staff and pupils to report any instances where AI tools might encourage misuse or where they feel uncertain about the ethical boundaries of using such tools. In cases of AI misuse, the school will maintain a transparent process, detailing how the misuse was identified and the steps taken in response. The school will consider forming a committee or a group that specifically focuses on AI ethics within the educational context. This group will help the school remain up to date with the latest challenges and advancements in AI, ensuring that the school's policies remain relevant and effective.

The school will recognise that AI tools have limitations and will encourage a healthy scepticism and critical thinking when using or analysing outputs from AI tools.

Selection of AI tools

Teachers are responsible for researching and identifying the most appropriate and accessible AI tools for their lessons, taking into account:

- The needs and abilities of their pupils.
- Compatibility with the school's ICT systems.
- Online safety and safeguarding concerns.
- The subject the AI tool is being used to teach.

Before fully integrating an AI tool into lessons, the school will consider introducing a trial or evaluation period. During this time, a small group of pupils and teachers can use the tool, providing feedback on its effectiveness, ease of use, and any potential concerns.

Any AI tools intended to be used by the school will not be used until the Headteacher and ICT technicians have reviewed the systems and given their approval. The school will inform parents via email whenever a new AI tool is approved for school use and specify which year groups will be given access to the tool.

The school understands that many generative AI tools, such as ChatGPT, have recommended age restrictions. Whilst some tools may be useful for teachers, the

school will take steps to ensure that any AI tool used in class is appropriate for the age group who are using it.

Teachers will thoroughly research potential AI tools, ensuring that the tools are as reliable and safe as possible. Where there are concerns over the accuracy, reliability or appropriateness of an AI tool, teachers will not submit these tools to the headteacher for approval.

The school will follow the Online Safety Policy, Cyber-security Policy and Child Protection and Safeguarding Policy at all times when considering which AI tools to incorporate into classroom learning.

The MAT and schools will keep a record of:

- The AI tools that have been approved for use.
- The AI tools that have not been approved for use, including which teacher submitted the tool for approval and the reason that approval was denied.
- The teachers that are choosing to use AI tools in their lessons.
- The subjects that AI tools are being used to teach.
- The year groups that are using AI, and which AI tools each year group has access to.
- The date that specific AI tools were given approval.
- The date that specific AI tools were implemented in lessons.
- Any concerns raised by parents, pupils or staff regarding the use of AI tools.
- Relevant login details for each approved AI platform.

This record will be kept in the school office and will be reviewed and updated by Digital Services and the Headteacher where necessary.

In addition, the school will:

- Encourage teachers to gather feedback from pupils about the AI tools being used to help understand the tool's impact on learning and identify any areas of improvement or potential pitfalls.
- Ensure that the benefits of any AI tool justify its cost, and always explore if there are free or lower-cost alternatives that provide similar benefits.
- Ensure that any AI tool being considered complies with data protection regulations and has clear policies on how they store, process, and delete user data.
- Ensure that the AI tools should be vetted to ensure they do not contain culturally insensitive or ethically questionable content.
- Organise CPD sessions for teachers to enhance their understanding and effective use of AI tools.

- Instruct pupils on how to use the tool effectively and ethically before it is introduced.
- Ensure that the AI tools being considered can scale as the number of users increase and that they continue to receive updates to stay relevant. Some newer AI tools may not have a long shelf-life; the school will focus its attention on the better known and more robust tools.

Conduct

Staff conduct

In line with Staff Code of Conduct, all members of staff with access to approved AI tools will act in line with the relevant policies and procedures regarding online safety, child protection and safeguarding, data protection and AI use. Staff using AI platforms will receive training on how to use the software appropriately, including how to keep their pupils safe while using AI tools during lessons.

Staff members found to be using unapproved AI tools, or using approved AI tools in way that is deemed inappropriate or unsafe, will be disciplined in line with the school's Disciplinary Policy and Procedure. Staff members will not access AI tools for personal use during school hours, or with school login details, under any circumstances.

Pupil conduct

All pupils with access to approved AI tools will act in line with the relevant policies and procedures regarding behaviour and AI use. Pupils using AI platforms will be taught how to use the software appropriately, including how to stay safe online and how to raise concerns.

Pupils will understand that the ability to use AI in lessons is a privilege that can be taken away if they conduct themselves poorly. Pupils found to be using unapproved AI tools, or misusing approved AI tools, will be sanctioned in line with the school's Behaviour Policy, and teachers will consider revoking their access to AI tools either temporarily or permanently.

Pupils will only use AI tools during the relevant lessons, under supervision of the classroom teacher. Pupils will not access AI tools for personal use during school hours, or with school login details.

Parents will be made aware of the AI tools their children are using in school, including potential risks and benefits. Parents will be given guidelines on how to discuss appropriate online behaviour related to AI tool usage with their children.

Safeguarding

The MAT and schools acknowledge that generative AI tools can be used to produce content that is dangerous, harmful, and inappropriate. The school will follow the Safe Use of AI Policy and Child Protection and Safeguarding Policy when utilising AI

platforms, to ensure that pupils are not able to access or be exposed to harmful content.

Parents will be kept informed of how the school is using AI to enhance pupils' education, and who they can speak to about any concerns or issues regarding the use of AI, via contacting the school office in the first instance.

The school will take any reported concerns or incidents regarding the use of AI tools seriously and follow the relevant procedures to ensure the wellbeing of its pupils. Where there is a safeguarding concern that requires an investigation, the school will pause its use of the AI tools in question until they can be reviewed, and the investigation is concluded. Any AI platforms found to hold safeguarding risks will be removed from the school's list of approved tools immediately.

The school will encourage pupils to speak up about any concerns they have about the AI tools being used.

The school also recognises the potential mental health impacts of AI tools, such as the pressure to conform to AI-generated ideals or information overload. Mechanisms will be put in place to monitor and support pupils' mental wellbeing in relation to AI tool use.

The school will offer regular workshops for parents to understand the AI tools being used, their potential risks, and benefits. The school will make all reasonable endeavours to ensure that the safeguarding process with regard to AI is a collaborative effort between the school and home.

Staff training will be regularly updated to ensure that teachers and support staff are equipped to handle the evolving challenges posed by AI tools in the context of safeguarding.

Parental consent

The school will obtain parental consent before pupils are allowed to participate in AI learning, to allow parents to make informed decisions about their child's education, and to ensure the school remains compliant with data protection legislation.

The school will send a letter to parents at the start of each academic year, informing them that the school intends to use AI tools for educational purposes. The letter will also:

- Clearly explain how AI tools will be used in lessons.
- Describe the benefits and potential risks of using AI.
- Outline how pupils' data will be collected, processed and stored.
- Address any concerns that parents may have regarding data protection, safeguarding and the impact of AI on pupils' learning.

The school will send a consent form alongside the letter, allowing parents to opt in or out of AI-related classroom activities. Parents will be informed that consent can be given or withdrawn at any time by contacting the school office. If another AI tool is approved for use during the academic year, the school will inform parents of the additional platform via email and allow them to opt in or out of using the tool in question. Where a parent has opted out of their child participating in AI learning, the school will make other arrangements to ensure that the pupil is supported to learn and keep up with the class without the use of AI tools, and that the pupil's education is not put at a disadvantage.

The school will provide parents with periodic updates regarding any significant changes in the AI tools being used or any noteworthy experiences the school has had with AI in education. The school will establish a feedback mechanism where parents can share their observations, concerns, or suggestions regarding the use of AI tools. The school will organise sessions where parents can see AI tools in action. For pupils whose parents have opted out of AI activities, the school will ensure that alternative educational activities are engaging, valuable, and comparable in terms of learning outcomes.

Monitoring and review

The Executive Leadership Team will review this policy in full on a 3 year basis, and following any incidents that occur due to the use of AI tools.

The next scheduled review date for this policy is noted on the front page.

Any changes made to this policy are communicated to the Executive Leadership Team.