



# Use of Artificial Intelligence (AI) Policy

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This document applies to all academies and operations of Cambrian Learning Trust.

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## Purpose

The purpose of this policy is to ensure that artificial intelligence (AI) is used in a safe, ethical, and responsible manner in schools. AI is a rapidly developing technology with the potential to revolutionise education. However, it is important to ensure that AI is used in a way that is consistent with the values of our Trust and schools, as well as in line with statutory regulations.

## Scope

This policy applies to all schools within the Trust. It covers the use of AI in all aspects of the educational process, including teaching, learning, assessment, and administration.

## Definition

AI: Artificial intelligence is the ability of a machine to simulate human intelligence. Generative AI refers to technology that can be used to create new content based on large volumes of data that models have been trained on from a variety of works and other sources. For example, ChatGPT and Google Bard are generative artificial intelligence (AI) tools built on large language models (LLMs), on which they have been trained.

## Policy

This policy outlines the principles, guidelines, and procedures governing the deployment, management, and impact assessment of AI systems within the school.

### 1. Data Protection and Privacy

Most generative AI applications are ‘trained’ using the input they receive - this has important implications for data protection and privacy.

- Privacy Protection: The Trust is committed to protecting the privacy of pupils, staff, and stakeholders in the use of AI system in line with our Data Protection Policy and GDPR requirements.
- Schools should protect personal and special category data in accordance with data protection legislation.
- Schools should not allow or cause intellectual property, including pupils’ work, to be used to train generative AI models, without appropriate consent or exemption to copyright.
- Schools may only use pupils’ work as input data for AI when it meets the following criteria:
  - The input does not allow an individual to be identified

- The pupil has provided consent - consent would need to be from the student if over 18, and from their parent or legal guardian if under 18.
- The 'Training' function in the generative AI has been switched-off (this may not be required if the pupil has provided explicit consent)

## 2. Educational Use of AI

- Pupil Development and curriculum Integration: Our schools need to prepare students for changing workplaces and teach students how to use emerging technologies, such as generative AI, safely and appropriately. At different stages of education, this teaching may include:
  - the limitations, reliability, and potential bias of generative AI
  - how information on the internet is organised and ranked
  - online safety to protect against harmful or misleading content
  - understanding and protecting IP rights
  - creating and using digital content safely and responsibly
  - the impact of technology, including disruptive and enabling technologies
  - foundational knowledge about how computers work, connect with each other, follow rules and process data
  - awareness raising to prevent over-reliance on a limited number of tools or resources
  - support pupils to identify and use age-appropriate resources to support their ongoing education (which, in some instances, may include generative AI)
- Staff Development: Training and professional development for staff will be provided as appropriate to ensure effective and compliant AI integration in teaching and administration.
- Access to AI in schools:
  - Pupil access to Generative AI in schools is turned-off by default. Access can be enabled to for example *Canva*, by request to the IT support team (please see Appendix for an overview of current AI services and limitations / age restrictions)
  - Any and all generative AI activities with pupils should be conducted under the supervision of a qualified teacher or staff member to ensure appropriateness and adherence to school guidelines.
  - Students must not input personal information or sensitive content, or generate any data that violates privacy laws or school policies. Generated content should adhere to the school's IT Acceptance Use agreement and

promote a positive and respectful environment. Any content that is inappropriate, offensive, or violates school values is strictly prohibited.

- Access to AI at home by pupils:
  - Pupils may have access to Generative AI systems at home, for example if they have access to a suitable device, are the appropriate age and have the necessary parental permission.
  - See section 3 for guidance relating to academic integrity and plagiarism
  - Staff should not set work to be completed by AI unless:
    - it is known that all pupils have IT/Internet access
    - the system used is age appropriate
    - any necessary parental permission is gained
    - pupils have received explicit teaching on the use, limitations, data and privacy issues related to generative AI

### 3. Academic Integrity and Plagiarism

- Ethical Use of AI Tools: pupils and staff are expected to use AI tools responsibly and ethically. Plagiarism, including the use of AI-generated content without proper attribution, is strictly prohibited. Pupils will be educated on the importance of academic integrity in the digital age, emphasising the need to give credit to original sources.
- Formal Assessment:
  - Schools need to continue to take reasonable steps where applicable to prevent malpractice involving the use of generative AI. The Joint Council for Qualifications has published guidance on [AI use in assessments](#) to support teachers and exam centres in protecting the integrity of qualifications. This guidance includes information on what counts as AI misuse and the requirements for teachers and exam centres to help prevent and detect malpractice. All work submitted for assessment must be the student's own. Students who misuse AI such that the work they submit is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions.
  - The use of AI without acknowledgement is not allowed in exams, coursework or any work that is internally assessed to count towards a qualification. Where AI tools have been used as a source of information, this must be acknowledged, giving the name of the AI source and the date the content was generated; for example, *ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/24*. The student must retain a copy of the question(s) and computer-

generated content, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used.

- **Educational Awareness:** Training will be provided to educate pupils and staff about the ethical use of AI tools, emphasising the consequences of plagiarism and the importance of generating original work.
- **Monitoring and Detection:** The school will employ methods to monitor and detect instances of plagiarism, including those facilitated by AI. Any identified cases will be addressed promptly, following the school's behaviour policy.

## 4. Workload

- Generative AI does provide opportunities to improve education and reduce workload.
- Staff must continue to use their professionalism to assess the suitability of AI generated materials prior to use.
- In this context, it could help to carry out the following:
  - Create lesson plans
  - Differentiate a learning resource
  - Write recall questions to check students' knowledge
  - Create model answers
  - Research a topic
  - Create a comment bank to use when writing reports
  - Come up with ideas for charity fundraising activities
  - Create an assembly
  - Translate materials
  - Proofread, edit and improve written content
  - Summarise an article
  - Writing letters and emails
  - Developing marketing materials, e.g. newsletter content, social media posts, press releases
  - Creation of draft policy documents and risk assessments
  - Data analysis
- The above list is not exhaustive and we expect and encourage colleagues to discuss how AI may be used to improve efficiency and workload. Leaders in particular should consider relevant opportunities and give coaching and guidance as appropriate as well as seek their own training as relevant.

## 5. Monitoring Governance and Compliance

- **Policy Review:** The AI policy will be reviewed annually to ensure its relevance and effectiveness. Updates will be made to align with advancements in AI technology and changes in regulations.
- **Compliance:** The school will stay informed about relevant laws and regulations related to AI in education and will ensure compliance with these standards.
- **Stakeholder Feedback:** Feedback from pupils, parents, and staff, will be sought and considered in the ongoing development and refinement of the AI policy.
- **Where an employee's action appears to contravene this policy, this will be managed through our existing conduct related policies.**
- **Where employees become concerned that AI is being used improperly, is driving inequity or bad judgement, or is being used with ill-intent, they should speak to their Headteacher in the first instance.**

## Appendix: Current services, use cases and limitation

### **Bard (bard.google.com)**

This is provided as part of our Google Workspace agreement, but is outside of helpdesk support. Bard is Google's natural language engine. It can be used to generate content, provide guidance and answer questions. Bard is only enabled for Staff account in the Trust and cannot be enabled for pupils. Bard uses human analysis of submissions to enhance the AI's ability to provide accurate information and as such no confidential information must be entered into it. Bard is a managed service, so all queries and content is searchable by IT Support and can be retrieved upon request.

### **ChatGPT**

This is OpenAI's natural language engine. It can be used to generate content, provide guidance and answer questions. ChatGPT is not a managed service and no support can be given by IT Support other than allowing (or not) its access on a school device. As with Bard, ChatGPT uses humans to augment the results. Confidential information must not be entered into ChatGPT as it's an unmanaged service and the data you provide can be used to enhance the language's model results. ChatGPT, where allowed, requires users to be 13+ with explicit parental consent if using a Trust Google account to authenticate. To get the best out of this service, you need to be on paid plans which can access current data and has the full range of features.

### **Canva**

Canva has generative AI built into its document production and AI driven image manipulation. Canva is a managed service and all content is discoverable upon request. However, the underlying engine is based on OpenAI's language model and therefore the privacy points that relate to ChatGPT also apply here. Pupil access to the AI features is off by default and can be enabled on a per school basis on request.

### **Bromcom**

Bromcom's AI features allow automatic content creation for letters and other communication with guardians. In addition, ChatGPT is built into the interface and can be accessed if enabled for staff. This is a fully managed and audited service and the content does not go beyond Bromcom. Please speak to IT Support if you wish to try these services.

There are future integrations planned by Google for Google Workspace. We will publish these when they become available.

For additional services, please fill in an IT Support service request and we will consider the application for approval.