# Generative Artificial Intelligence (AI) Policy

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## Introduction and Scope

This policy provides a framework regarding our use of generative artificial intelligence (AI). Generative AI describes any type of artificial intelligence (AI) that can be used to create new text, images, video, audio, or code. Large Language Models (LLMs) are part of this category of AI and produce text outputs.

Generative AI is fast becoming an integral part of the workplace, offering powerful tools for various tasks such as content creation, data analysis, and problem-solving. To ensure its responsible and ethical use, employees must adhere to guidelines that promote accuracy, respect privacy, and minimise potential risks.

Riccall Community Primary School will harness the potential of generative AI to enhance education in a manner that upholds our commitment to ethical conduct, legal compliance, and the protection of sensitive information.

This policy, including its appendices, applies to the workforce. This includes employees, governors or trustees, contractors, agents and representatives, volunteers and temporary staff working for, or on our behalf. Individuals found to knowingly or recklessly infringe this policy may face disciplinary action.

Periodic assessments of AI systems' impact on education and ethics will be conducted, and adjustments to the policy will be made accordingly.

This policy should be read alongside the other policies within our information governance policy framework.

## Roles and Responsibilities

Overall responsibility for this policy lies with the Senior Information Risk Owner (SIRO), who will designate responsible individuals to oversee AI-related decisions and ensure compliance with this policy. They will ensure the use of generative AI aligns with our educational objectives, legal obligations, and ethical principles.

AI technologies may be integrated into the curriculum to enhance learning experiences, provided that such use aligns with our educational objectives and goals. Appropriate guidance and training will be given to staff about the use of AI systems to ensure that AI tools are applied effectively, including the appropriate integration of these technologies into student education.

All staff are responsible for adhering to this policy when using AI technology. They should familiarise themselves with the JCQ AI Use in Assessments Guidance and ensure they follow any recommendations.

Our IT provider will provide technical support and guidance on using AI.

We will always seek advice and guidance from our Data Protection Officer (DPO) regarding our data protection obligations concerning AI use.

## Transparency

Information about using AI will be openly communicated to staff, students, and parents or guardians. Please see Appendix One and Appendix Two for acceptable uses of AI.

We will ensure procedures are in place for reporting and addressing concerns related to AI usage. Teachers, students, and parents will be encouraged to provide feedback on their experiences, possible areas of improvement, and any issues with the generative AI tools used.

## Data Privacy and Security

We will comply with all relevant data protection laws, including the UK GDPR and the Data Protection Act 2018, to safeguard the privacy of students and staff.

Staff should be aware that any information entered into web-based generative AI tools may be stored and used to train future versions, thereby incurring a risk that the data will be incorporated into later outputs. Staff should ensure any data input into free generative AI applications is fully anonymised and does not refer to named individuals, groups, or organisations. Data will also not include information that could be reasonably used to identify such individuals.

Staff wishing to use teaching applications and tools incorporating AI and personal data must first complete a Data Protection Impact Assessment (DPIA).

## Data Accuracy and Bias Mitigation

Generative AI tools choose words from a series of options and classify them as plausible based on probabilities. Although the outputs can appear credible and convincing, they may derive their answers from sources staff would not normally trust during their work.

Staff will review AI-generated content to ensure its accuracy if it is intended for further education or employment purposes. Staff will always treat the outputs with caution and apply their own judgment and knowledge. All facts and assertions should be cross-checked, no matter how authoritatively they appear to be presented. In cases where the information lacks verification from a trusted and reliable source, the information should not be included.

AI systems can also perpetuate biases present in their training data. We will actively work to identify and mitigate biases in any AI systems used.

## Copyright

Outputs from AI chatbots could potentially include text that would constitute plagiarism. This is because some outputs may replicate, mimic, or closely resemble existing copyrighted material.

To mitigate any legal risks, staff should always review AI-generated material for potential copyright infringement. AI-generated material should also be customised and modified to guarantee it is sufficiently distinct from any existing copyrighted works it draws upon.

## Student Use of AI

Students will learn to use AI tools responsibly and think critically about them. They will be taught to respect intellectual property, avoid plagiarism, spot bias in AI outputs, and check the accuracy of AI-generated information. This will be part of their digital literacy education, helping prepare them for future careers where AI is widely used.

AI tools should be age-appropriate and align with our safeguarding policies.

## Inappropriate Use of AI

Inappropriate use of AI refers to actions that violate this policy, ethical standards, or legal regulations governing the responsible use of AI tools. Examples include breaches of copyright or data protection laws, or the circulation of inaccurate information that could lead to reputational damage.

Other inappropriate uses involve deploying generative AI tools for unethical, illegal, or malicious activities. This includes using AI to create content which would harm or embarrass another individual. We will ensure that staff can provide feedback and report any concerns with AI usage.

AI must not be used to decide student behaviour, grading, or disciplinary actions without staff member intervention.

We will ensure that staff and students understand that when using generative AI, they must comply with Acceptable Use Policies, Codes of Conduct, and relevant standards and ethics.

We will ensure we comply with DfE and ICO guidance on using AI, regularly review legislation and best practices, and update this policy as necessary.

## Appendix One - Staff Acceptable Use

**Using AI**

Staff must ensure they follow the AI Policy for any work they produce with the assistance of AI or when using AI as part of their lessons.

Staff are permitted to use free Large Language Models (LLMs) such as ChatGPT or Microsoft Copilot for:

- generating ideas or resources for lessons.
- lesson planning.
- creating differentiated learning materials.
- policy or process writing.
- producing ideas and content for training and presentations.
- drafting **generic or anonymised** administrative communications.
- drafting anonymous student reports (see note below)

When producing work with the assistance of AI models such as ChatGPT or Microsoft Copilot, staff should be mindful of the following:

- Staff must acknowledge the use of any AI in their work.
- Any materials produced using AI should be checked for copyright infringement. Any third-party property should not be used without appropriate approval.
- Staff must be aware of biases and inaccuracies of AI. Any information produced by AI must be checked for accuracy.
- Staff must be mindful of the privacy of other staff members and students. Staff must not enter any information into free Generative AI tools that would identify individuals or our organisation.
- Remember that AI should be used as a supportive tool, not a replacement for professional judgment.

Staff are not permitted to use free Large Language Models (LLMs) for:

- any personal data relating to staff, pupils, parents or any other individuals, this includes writing individualised student reports.
- individual student or parent correspondence that includes any of the above.
- to assist in any student or workplace related decision-making.
- marking student assessments

A number of teaching applications and tools incorporate AI and involve personal data. If staff wish to use any such applications or tools, they must first complete a Data Protection Impact Assessment (DPIA).

When using AI as part of a student's education, staff must be aware of and follow JCQ AI Use in Assessments Guidance and what constitutes malpractice.

Staff will report any potential misuse or concerns about AI usage to the SIRO.

Staff will only use approved AI platforms and adhere to this and all other related policies when using AI.

## Appendix Two - Student Acceptable Use

**Using AI**

Students should take care when using any AI applications. Students must clearly acknowledge any use of AI in their work, and work produced using AI must not be presented as the student's original work.

When producing work with AI assistance, students must verify the accuracy of the information produced and be aware of AI biases. They should also check this information for copyrighted content to avoid plagiarism.

Students must maintain confidentiality in their interactions with AI and not upload personal information about themselves or others.

The use of AI in official assessments is strictly prohibited unless specific permission is given. Students should be aware that the misuse of AI will be treated as malpractice and may result in severe sanctions.

Students should be aware that assessment sections reproduced directly from AI-generated responses must be identified and will not be marked as evidence that the student has independently met the marking criteria. Therefore, these sections will not be rewarded.

Students should not use AI for deceptive or harmful purposes, such as deepfakes or misinformation.

Students may use AI for:

- Research assistance
- Understanding complex concepts
- Language translation
- Study skill development
- Supplementary learning resources
- Programming practice
- Problem-solving exploration
- Creative writing inspiration
- Mathematical problem assistance
- Language learning support

Students may not use AI for:

- Circumvent learning processes
- Submit AI-generated work as original
- Access inappropriate or harmful content
- Generate offensive materials
- Bullying or harassing others

- Violate our behavioural standards
- Compromising personal or others' privacy

Students should ensure they adhere to our online safety policy and:

- Use only our approved AI platforms
- Maintain strong, unique passwords
- Report suspicious interactions
- Seek staff guidance when uncertain
- Protect personal digital identity

**Consequences of inappropriate use**

Inappropriate use may result in sanctions in line with our behaviour policy. If you misuse AI, we may:

- Remove your access to the internet or network account
- Temporarily ban you from using our equipment
- Confiscate your personal device(s)
- Contact your parents or guardians
- Take further action, as appropriate

**Pupil Acceptable Use Agreement**

I have read and understand the above and agree to follow these rules when:

- I use school systems and devices (both in and out of school).
- I complete schoolwork or assessments.

**Pupil name:**

**Year group:**

**Pupil signature:**

**Date:**