



HOE VALLEY SCHOOL

ARTIFICIAL INTELLIGENCE (AI) POLICY FOR STUDENTS AND PARENTS

Person Responsible: Head Teacher
Date Adopted: Summer 2025
Date of last review: Summer 2025
Date of next review: Summer 2026

BACKGROUND & INTRODUCTION

Although Data Protection law does not specifically define or discuss the guidelines for Artificial Intelligence ('AI'), the guidance from the Information Commissioner's Office and the UK government defines it as using non-human systems to imitate human intelligence. In this time of constant development and increased usage, there is a need to provide an awareness of how AI will be used by the school and the guidelines for usage by pupils, especially if being used to complete school work.

The Hoe Valley School policy aims to harness the power of Artificial Intelligence (AI) to enhance educational experiences, support staff wellbeing through workload reduction, and promote an understanding and ethical use of AI among students and staff. A key focus is on safeguarding data privacy in compliance with UK GDPR. This policy outlines clear guidelines for approval and accountability, ensuring responsible and effective integration of AI technologies in our educational framework. Through this policy, we are committed to balancing innovation with ethical responsibility, fostering an inclusive and advanced learning environment.

OBJECTIVES

Hoe Valley School's AI policy is designed:

- To enhance the educational experience through the integration of AI.
- To support staff wellbeing through workload reduction using AI.
- To promote an understanding and ethical use of AI among students and staff.
- To protect the data privacy and rights of our school community in line with GDPR.

Staff authorised usage of AI

We permit the informed and responsible use of generative AI applications by staff in carrying out identified business activities. Staff will comply with the terms of the workforce specific policy when using generative AI to carry out business activities.

We permit the informed and responsible use of authorised AI applications by staff, for the following business purposes:

- (a) Drafting internal guidance, training and presentations;

- (b) Lesson planning
- (c) Conducting research
- (d) Developing code
- (e) Providing summaries
- (f) Idea generation

Where personal data is used with AI applications, an ICO risk assessment and/or data protection impact assessment ('DPIA') has been carried out to ensure transparency in how AI will be used and what mitigating steps have been taken to reduce any potential risk of harm to students, staff and any other data subjects whose data might be shared with the authorised systems.

Authorised AI applications

The school allow access to the following AI applications for business purposes; Google Gemini and Microsoft CoPilot.

The listed AI applications may be updated at any time.

Student usage of AI

As captured in Appendix A, we will require parents/students to sign an Acceptable Use Statement to ensure appropriate usage of AI and they are reminded of the permitted usage along with an outline of what classes as AI misuse.

The school permits pupil usage of AI in the following circumstances:

- (a) As a research tool
- (b) Idea generation for projects
- (c) For use with coursework or prep/homework with the above requirements fulfilled

Data Privacy

Personal data shared, which is school email address and full name, will be in line with the school's privacy notices and the key principles laid out by the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

Related Policies

Students (and parents) can refer to the following policies that are related to this AI Policy: -

- Data Protection Policy
- Data Breach Policy
- Privacy notice for parents and students
- E-Safety Policy

These are available on the school website or upon request from the school office.

Breach of this policy

If at any time you feel a data breach has occurred in relation to data used, stored or shared with the AI system, please refer to the schools Data Breach Policy and/ or notify the school's Internal Compliance Officer so that this can be investigated.

Appendix A – Acceptable Use Statement - Usage of AI

This Acceptable Use Statement is designed to ensure appropriate use of AI when completing schoolwork ensuring it is consistent with government and exam board guidelines. AI tools can only be used as set out within this statement. For examinations and coursework, AI must only be used when the conditions of the assessment permit its use.

AI tools should only be used in limited circumstances and where expressly permitted by a staff member. In the absence of this permission, AI tools should not be used to supplement and support student works.

We permit AI uses in the following circumstances:

- a) As a research tool
- b) Idea generation for projects
- c) For use with coursework or prep/homework with the above requirements fulfilled

Where AI is permitted, it must not be misused in accordance with this statement. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own;
- Copying or paraphrasing whole responses of AI-generated content;
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations;
- Failing to acknowledge use of AI tools when they have been used as a source of information;
- Incomplete or poor acknowledgement of AI tools; or
- Submitting work with intentionally incomplete or misleading references.

Therefore, students must ensure that any information cited within schoolwork found using an AI system or software, must be referenced in the same way any other article or quotation would be. The Joint Council for Qualifications have confirmed that students must show the name of the AI source used and should show the date the content was generated.

Students and Parents confirm acceptance of the above information as part of our full Acceptable Use Policy and associated electronic declarations.